



Classification Title: Accreditation Coordinator

Department:	Institutional Research and Planning	EEO6 Code:	3
Employment Group:	Confidential and Supervisory Team	Salary Grade:	48
Supervision Received From:	Senior Director, Research, Planning, Institutional Effectiveness and Grants	Date of Origin:	February 2018
Supervision Given:	General Direction	Last Revision:	February 2018

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists in organizing and performs highly responsible professional duties in support of the District-wide accreditation process and work of the Accreditation Steering Committee (ASC) and the Learning Outcomes Council (LOC); organizes, coordinates and prepares reports for publication and submission to the Accrediting Commission for Community and Junior Colleges (ACCJC); maintains data for the Student Learning Outcome Assessment Cycles (SLOACs); and performs related duties as assigned.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists the Accreditation Liaison Officer (ALO) and provides a variety of highly responsible support to the ALO, the Accreditation Steering Committee, accreditation writing teams and others in coordinating, organizing and supporting accreditation processes including developing, tracking and monitoring accreditation process timelines, organizing workflow and structure for report development and producing and submitting reports to the ACCJC; maintains documentation on up-to-date ACCJC requirements; assists in training college staff on accreditation processes and standards.
2. Prepares ASC and LOC agendas and takes and transcribes meeting minutes; coordinates review and distribution of agendas/minutes with the Accreditation Liaison Officer and the Assistant Superintendent/Vice President, Instruction.
3. Attends ASC and Accreditation Writing Group meetings and serves as a resource person; initiates follow-up on committee and writing group recommendations and maintains records of actions taken; researches, evaluates, recommends and/or completes special projects generated by the ASC and writing teams.
4. Prepares ACCJC reports for committee/council acceptance and Governing Board approval; researches, compiles, and analyzes a variety of information and data related to assigned area of responsibility; prepares comprehensive narrative, statistical and/or analytical reports; determines appropriate format and presentation of reports/documents; inspects documents, forms, records and other materials for accuracy and completeness; processes documents and forms according to established procedures.
5. Finalizes ACCJC reports for publication, verifying the accuracy of information and ensuring proper spelling, grammar and punctuation; establishes and monitors timelines for completion, coordinating with other departments and offices and with the printing vendor.
6. Serves as an information resource to faculty, administrators and staff regarding a variety of policies and procedures

related to accreditation, including ACCJC standards, reports and requirements; responds to requests and inquiries on policies and procedures; explains program requirements and/or departmental policies and procedures; organizes orientation and ongoing responses to requests for information or refers inquiries to appropriate parties as required.

7. Creates and maintains Learning Outcomes documentation for faculty, administrators and support staff; plans, schedules and conducts individual and group training on the use of Palomar Outcomes Database software; provides in-service training to appropriate staff related to accreditation and the relationship between accreditation and District policies and procedures.
8. Maintains District web pages for Accreditation and Learning Outcomes; prepares ACCJC and LOC documents for posting on the respective web pages; maintains up-to-date reference links on the web pages.
9. Assists in conducting environmental scanning activities, including the monitoring of regional labor market information, to ensure accreditation institutional set standards are aligned with job and community expectations.
10. Provides support for accountability reporting requirements including local, state, federal and accreditation reporting requirements.
11. Assists in resolving unique issues related to accreditation and learning outcomes; analyzes and proposes improvements to related policies and procedures.
12. Researches, evaluates, recommends and/or completes special projects requested by the Assistant Superintendent/Vice President, Instruction; assists and provides support to the chairs of the Accreditation and Learning Outcomes Committees as needed.
13. Recommends and implements plans for expanding or improving assigned areas of responsibility.

Marginal Functions:

1. Provides other office administrative support as required.
2. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible technical writing experience and/or experience in the development and maintenance of accreditation reports.

Education/Training: A bachelor's degree from an accredited college or university with a degree in business administration, education, social science research, behavioral science or a related field.

Licenses/Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. General provisions of the Accrediting Commission for Community and Junior Colleges (ACCJC) or an equivalent accrediting body's accreditation standards, policies, reporting requirements and terminology.
2. Rules, policies, procedures and operating practices used in the development of reports for ACCJC or an equivalent community college accreditation body.
3. Advanced uses of standard business software including word processing, spreadsheet, database, presentation and other applications.

4. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation and vocabulary.
5. Principles and practices of fiscal, statistical and administrative report preparation.
6. General methods and techniques used in communications and public relations.
7. Practices and procedures of office administration and support, including maintenance of records and files and operation of office equipment.
8. Project management principles, practices and procedures applicable to the work.

Skill in:

1. Working collaboratively with a variety of committees, administrators, faculty, staff, and others to support the accreditation process and carry out varied and complex projects requiring input from a variety of sources.
2. Reading, understanding, explaining and applying accreditation standards, terminology and processes applicable to areas of assigned responsibility.
3. Coordinating the development of reports to meet established timelines.
4. Editing complex written materials to meet requirements for accuracy, consistency, clarity, grammatical correctness and stylistic appropriateness for the purpose and intended audience.
5. Maintaining and updating electronic database records in an outcomes database such as TracDat.
6. Preparing clear, concise and comprehensive reports and other documents in various formats.
7. Setting priorities and working independently with limited direction.
8. Presenting proposals and recommendations clearly, logically and persuasively.
9. Using tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
10. Maintaining the confidentiality of information.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
12. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The incumbent typically works in an office or near a front counter where the noise level varies from quiet to moderate; regularly travels to locations throughout the District.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; reach with hands and arms; and move or lift up to 10 pounds.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.