

## Job Description Coordinator, Student Academic Achievement

Position Status: FT Residential Faculty Rank  
9 Hours Release time per semester  
3 hours of Summer Contract

- ❖ Reports to the Dean of Instruction and represents and assists faculty in the organization and administration of a permanent college wide program of academic assessment in the areas of developmental education, general education and workforce development as well as program review
- ❖ Coordinates activities of College assessment committees in developmental education, general education, and workforce development by working directly with sub-team chairs and monitors both internal and external requests for assessment data from these committees
- ❖ Collaborates with Director of Institutional Planning to maintain link between academic assessment and institutional effectiveness, budgeting, and planning
- ❖ Encourages and promotes the development of activities to improve teaching and learning effectiveness as indicated by the results of academic assessment, including collaboration with Director of the Center for Teaching and Learning
- ❖ Writes, edits, and publishes monthly College newsletters, annual reports, and articles for external publications describing academic assessment activities and assessment results, including the assessment process, progress, and results
- ❖ Presents information on academic assessment procedures, data collected, and recommendations for continuous improvement of teaching and learning to faculty, staff, and administrators inside the college.
- ❖ Represents the College on District Student Academic Achievement Committee and presents information on academic assessment procedures, data collected, and recommendations for continuous improvement of teaching and learning to District Administrators and Governing Board as required
- ❖ Monitors academic achievement process timelines
- ❖ Serves on College Academic Issues Team (AIT) as academic achievement representative and on the Strategic Planning Steering Team.

- ❖ Works with campus academic division chairs to assure college wide participation in the assessment process
- ❖ Collaborates with sub-team chairs, Dean of Instruction and other appropriate college officials to recommend annual expenditures for the budget for the College academic achievement program
- ❖ Facilitates and promotes adjunct faculty involvement in the academic achievement program
- ❖ Works with Student Life to increase student involvement in academic assessment
- ❖ Maintains academic assessment web site
- ❖ Maintains current knowledge of external developments in student outcomes assessment through reading of appropriate literature and attendance at conferences and workshops
- ❖ Collect and archive assessment data both internal and external use
- ❖ Chairs academic achievement committee