Approved by the Board of Trustees on October 13, 2026
FLSA: Non-Exempt

ASSESSMENT AND ACCREDITATION COORDINATOR

DEFINITION

Under direction, plans, coordinates and performs complex and specialized duties pertaining to accreditation and outcome assessment including related curricular processes. The Assessment and Accreditation Coordinator performs publication and data management, gathers, processes, and maintains highly complex information; answers questions from faculty, management, and other staff regarding accreditation and assessment; provides staff support for the accreditation committee with some instructional program review committee and assessment committee responsibilities; trains and supports the faculty SLO (Student Learning Outcomes) and Program Review Coordinator, and administrators to assist them in development of effective processes of obtaining assessments from faculty and staff; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This specialized classification is responsible for independently performing a variety of administrative duties in support of an assigned program and/or project, including the coordination of activities, reports, and stakeholder engagement. The incumbent has specialized and complex administrative responsibilities that require advanced technical knowledge of curriculum processes in order to make decisions and complete assignments. The incumbent also provides advanced operational and administrative support within the area of assignment.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Coordinates and performs difficult technical administrative work related to accreditation and assessment with related curricular processes.
- Coordinates and performs complex review process, assembles written and printed materials for accreditation and assessment self-study, provide supplementary technical writing as appropriate, gather and index needed information, and compile final documents for distribution.
- Coordinates related curricular and catalog changes and/or additions to reflect division, program, and curriculum updates reflected in accreditation and assessment.
- Provides staff support and coordination for the college Accreditation Committee, translates Committee decisions into appropriate actions, prepares Committee meeting agendas and minutes; researches information and prepares staff reports as requested.
- Maintains and updates accreditation and assessment information in the computerized data management systems, accreditation and/or assessment portal sites.
- Troubleshoots and responds to accreditation and assessment problems and related curricular issues in electronic and printed publications, and advises stakeholders of the impacts as well as makes recommendations for solutions.
- Serves as a technical resource to others regarding accreditation information issues; assists other administrative staff with questions regarding accreditation and assessment electronic resources.
- Organizes, plans, and develops work accomplishment timelines.
- Enters, maintains, tracks, evaluates and presents complex information related to accreditation and assessment in manual and/or automated systems.

- Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence, contracts and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may attend meetings and take minutes; updates web pages.
- Ensure alignment between Institutional outcomes, programs outcomes and student learning outcomes of study as approved by the Curriculum Committee, prerequisites, and sequencing established by faculty in the degrees, certificates and course outline of records.
- Sends out notifications, due dates, and reminders about course, program and service area outcomes assessments.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District and department program goals and objectives.
- Principles of program coordination and administration.
- Business and administrative operations, practices and processes.
- Principles and practices of data collection and report preparation.
- Research and reporting methods, techniques, and procedures.
- Advanced techniques and strategies of administrative organization and follow through.
- Applicable federal, state laws, codes regulations, and policies and procedures relevant to college curriculum functions
- Methods and techniques of preparing business correspondence and forms.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform complex and technical administrative work pertaining to the college accreditation processes with accuracy and attention to detail.
- Oversee and coordinate information for departments undertaking self-studies, writing reports and preparing for accreditation visits.
- Oversee the collection of writing and submitting documents and reports associated with accreditation.
- Monitor the collection of program and unit assessment data for evaluation, accountability and accreditation.
- Prepare clear and concise reports.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.

- Compose concise and accurate business correspondence and reports.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to an associate degree from an accredited college with major coursework in public administration, business administration, or related field.

Experience:
- Five (5) years of increasingly responsible administrative experience, two (2) of which should include program or project coordination, or grants monitoring activities.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.