



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, Accreditation Liaison Officer and Institutional Evaluator</b> <b>Teachers College of San Joaquin (TCSJ)</b> <b>Educational Services</b>	<b>#6185</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule</b> <b>Range 1</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid clear California Teaching and Administrative Services Credential, and a doctorate degree. Five years of higher education experience, knowledge of the Standards of Accreditation and policies and procedures for WASC Senior College and University Commission (WSCUC) and/or California Commission on Teacher Credentialing (CCTC).

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Certification from the WSCUC Assessment Leadership Academy, participation on key governance committee(s), Ten years of classroom teaching experience (K-12 and/or Higher Education.). Ten years of classroom teaching experience (K-12 and/or Higher Education.), and five years of educational administration experience (K-12 and/or Higher Education.). Leadership experience and expertise in the design and implementation of Program Reviews. Experience in writing and use of program evaluations for the institution and submissions to accrediting agencies (WSCUC and CCTC), leadership and oversight of activities related to accreditation cycles.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Understands program evaluation and data collection to inform program goals, provide resources, and training when appropriate. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Ability to operate a computer and knowledge of assigned software; work in a collaborative setting; successfully manage multiple tasks concurrently; and has a strong work ethic that includes both vision and ability to implement programs. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of state and federal regulations pertaining to program evaluations, and the accreditation activities for teacher credentialing, M.Ed. degree programs, and Induction (e.g. WASC Senior Colleges and Universities Commission and California Commission on Teacher Credentialing). Understand and possess the ability to review and evaluate programs, write reports to granting accreditation agencies, and write grants that will support and sustain TCSJ activities.

### **DISTINGUISHING CHARACTERISTICS:**

The Director I series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services and the President of Teachers College of San Joaquin, the Director I, Accreditation Liaison Officer (ALO) and Institutional Evaluator will ensure the academic integrity of the evaluation and research affairs of the college.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with staff, school districts, community and business organizations, government agencies, parents, and students.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate and conduct a variety of meetings, staff development, orientations, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities (staff, instructors, supervisors, SJCOE staff, school communities, etc.).
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative, effective, and collaborate working relationships with others in the department and SJCOE.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Prepare required regional, state, and federal reports in a timely manner (Integrated Postsecondary Education Data System (IPEDS), National Student Loan Data System for Students (NSLDS), WSCUC, and CCTC).
14. Understand K-12 curricular program development, including assessment practices as well as state/district data and analysis.
15. Develop, maintain and update files of all data reporting and accreditation materials, institutional reports, ream reports, and correspondence from IPEDS, NSLDS, WSCUC, and CCTC.
16. Develop the campus organization in preparation for, and successful conduct of, accreditation for both comprehensive and any follow-up reviews required by each Commission.
17. Collaborate with WSCUC and CCTC to prepare and manage all visits and activities.
18. Ensure compliance with privacy, security, and ethical issues.
19. Ensure all program data, reporting, and accreditation materials (CCTC, IPEDS, NSLDS, and WSCUC) are available to all stakeholders - administration, staff, students, etc.
20. Provide training and coaching to appropriate stakeholders (e.g. staff, faculty, board) related to the appropriate use of data, analysis, and information to inform decision making.
21. Represent TCSJ at convened meetings of ALOs and Institutional Evaluators in order to further the goals of accreditation.
22. Encourage, participate in and support research, grant-writing, publishing and other scholarly activities of the college.
23. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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