

Invitation to Apply: Instructional Assessment Coordinator

The Academic Senate and the Office of Instruction announce the position of Instructional Assessment Coordinator. Regular and adjunct faculty are invited to apply.

Hours	15/week
Compensation	Full-time 0.40 reassignment, Part-time paid hourly (non-instructional load rate)
Term	2 years, renewable

Application

Review the duties and desired qualifications listed below. Answer the following three questions in approximately one page.

1. Why are you interested in being the Instructional Assessment Coordinator?
2. What has been your experience with course and program-level learning outcomes assessment at Cañada or other institutions?
3. What unique contributions do you bring to the position?

Email your application to Please send your applications to Diana Tedone-Goldstone (tedoned@smccd.edu) and David Eck (eckd@smccd.edu) by xxx.

Complete applications will be reviewed by a screening committee who will forward finalists to the Vice President of Instruction. Faculty who would like to serve on the screening committee to review the applications for this position should contact to Diana Tedone-Goldstone (tedoned@smccd.edu) and David Eck (eckd@smccd.edu).

Duties

- **Promoting a culture of instructional assessment campus-wide by:**

- Helping faculty find meaningful results through the effective design and analysis of assessment methods; and
- Offering assistance and training to individuals and departments; and
- Serving as a voting member of IPC; and
- Attending and participating in meetings supporting program review (e.g., PBC Program Review Work Group); and
- Identifying areas in which the college can improve in its implementation of assessment (e.g., collaboration with Guided Pathways interest areas).

Approximately 50% of time allocation

- **Facilitating and managing local assessment cycle by:**

- Communicating with faculty regularly regarding their assessment plans; and
- Facilitating the implementation of the local assessment cycle college-wide; and
- Managing the assessment cycle process and all materials required; and
- Eliciting feedback and propose changes to cycle; and
- Reporting updates to the College, which includes the Academic Senate the Office of Instruction and Divisions; and
- Communicating with administration regarding status, concerns and needed support pertaining to assessment; and
- Updating and maintaining the assessment webpage in collaboration with the Instructional Technologist.

Approximately 30% of time allocation

- **Providing the college with assessment expertise by:**

- Attending workshops and conferences on assessment best practices and accreditation-related topics; and
- Attending¹ division and/or department meetings; and
- Sharing this expertise via Flex Day, workshops, and the like; and
- Supporting learning outcome alignment across courses, programs and the institution; and
- Serving in a campus leadership capacity on matters pertaining to the assessment of learning outcomes.

Approximately 10% of time allocation

- **Collaborating with Accreditation Liaison Officer and designated work**

¹ Revised 2/23/2021

groups/taskforces related to assessment to:

- Contribute to accreditation reports; and
- Ensure assessment work aligns and complies with ACCJC standards and processes.

Approximately 10% of time allocation

• **Desired qualifications**

- Demonstrated ability to design and use assessment effectively
- Experience leading or teaching faculty
- Skills in communication, outreach and promotion
- Experience participating in accreditation related tasks and/or processes