

Assessment Coordinator Position:

The Assessment Coordinator will manage the development and implementation of a comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. The Assessment Coordinator must work with the SLO committee, faculty, staff and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels. The assessment coordinator will provide ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and external stakeholders. The Assessment Coordinator will coordinate the collection, evaluation, and dissemination of all academic, support, and administrative units.

Job Responsibilities:

- Work with Vice Chancellor of Academic Affairs and SLO committee to further develop assessment plan. Connect plan to AS and AA degrees.
- Work with SLO training committee through on-going flex workshops for programs, interdisciplinary committees, departments, divisions or individuals to:
 - Develop SLOs and Service Outcomes (SO) and benchmarks and rubrics
 - Present assessment plan
- Work with General Education committees and programs to:
 - Collect evidence – design assessment tool, collect student work
 - Analyze evidence – make summative judgments relative to SLO
 - Document analysis in report (develop template for reports)
 - Implement Changes
- Work with non instructional and academic support units to develop and assess service outcomes and develop reporting forms if they do not exist.
- Develop statistical models to measure impact of learning support services on student achievement of intended learning outcomes.
- Develop item analysis reports as necessary to help faculty evaluate the effectiveness of tests and test items.
- Conduct focus groups with students and/or faculty and staff to get insight into practices that work and those that do not.
- Work with SLO committee to problem-solve issues that arise with assessment plan and present solutions to appropriate bodies.
- Work with continuing education coordinators to develop SLOs
- Work with the accreditation liaison officer and assist with accreditation activities

- Create reporting forms for assessment activities on campus
- Work with SLO information committee to disseminate reports and archive assessment activities
- Serve as a repository for evidence and reports.

Has knowledge of:

- Accreditation standards
- Student learning outcomes
- Assessment practices and methods
- Assessment plan for college
- Pedagogy – practice and study of teaching
- Learning theory – practice and study of learning
- Rubrics
- Statistics
- Psychometrics
- SPSS, SAS, BILOG, and MULTILOG

Able to:

- Facilitate work groups
- Organize
- Problem solve
- Plan
- Communicate and present
- Provide resources
- Monitor assessment process
- Collaborate with others
- Coordinate
- Lead
- Collect, analyze, and interpret data
- Train others on complex processes