

Invitation to Apply: Instructional Assessment Coordinator

In consultation with the Assessment Advisory Committee, the Academic Senate and the Office of Instruction announce the position of Instructional Assessment Coordinator. Regular and adjunct faculty are invited to apply.

Hours	5/week
Compensation	Full-time 0.13 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 Hyla Lacefield (lacefieldh@smccd.edu) by Oct. 15th, 5pm.

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 Hyla Lacefield (lacefieldh@smccd.edu).

Duties

- **promoting a culture of assessment among faculty 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 on the Technical Review of the Curriculum Committee and providing assistance to faculty in constructing appropriate SLO and PLOs in Course Outlines of Record; and
 - identifying areas in which the college can improve in its implementation of assessment.

Approximately 60% of time allocation

- **providing the college with assessment expertise by:**
 - attending workshops and conferences on assessment best practices and accreditation-related issues; and
 - sharing this expertise by collaborating with the Professional Development Program to provide assessment workshops

Approximately 30% of time allocation

- **Collaborating with the Assessment Advisory Group and Accreditation**

- **Liaison Officer to:**

- contribute to annual accreditation reports.

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
- effectiveness in supporting and fostering teaching excellence

Note:

This position differs from the previous SLOAC Coordinator in many ways including that its duties do NOT include providing users with technical support for TracDat, administering TracDat accounts or routine running of TracDat reports.