Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY:

Responsible for providing complex and responsible administrative and technical support for the District-wide accreditation process, the Accreditation Steering Committee, and the Learning Outcomes Council; coordinating and preparing District reports for publication and submission to the Accrediting Commission for Community and Junior Colleges (ACCJC); maintaining the Palomar Outcomes Database (TracDat) for Student Learning Outcome Assessment Cycles (SLOACs) and Service Area Outcome Assessment Cycles (SAOACs); and performing a variety of duties relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Administrative Technician – Accreditation is distinguished from other Administrative Technician classifications by its responsibility for performing highly specialized duties related to supporting the development of accreditation reports and maintaining the Palomar Outcomes Database, TracDat.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform a variety of complex and responsible administrative activities requiring specialized and extensive knowledge of the assigned program for the Assistant Superintendent/Vice President for Instruction.

2. Assist in developing the timeline for the District’s accreditation process, including coordinating with the Accreditation Steering Committee (ASC), Accreditation Liaison Officer, and Learning Outcomes Council (LOC), where applicable.

3. Independently construct and prepare ASC agendas and take and transcribe minutes; coordinate the review of the agendas/minutes with the Assistant Superintendent/Vice President for Instruction and the Accreditation Liaison Officer; revise as needed and distribute.

4. Attend ASC and Accreditation Writing Group meetings and serve as a resource person; initiate follow-up from committee and writing group recommendations; maintain records of committee and group actions; research, evaluate, recommend and/or complete special projects generated by the ASC and the writing group.
5. Prepare ACCJC reports for committee/council acceptance and Governing Board approval; research, compile, and analyze a variety of information and data related to assigned area of responsibility; prepare comprehensive narrative, statistical, and/or analytical reports; determine appropriate format and presentation of reports/documents; inspect documents, forms, records, and other materials for accuracy and completeness; process documents and forms according to established procedures; recommend and implement plans for expanding or improving assigned program or area of responsibility.

6. Prepare ACCJC reports for publication, develop a timeline for completion and coordinate with other administrative offices on campus and with the printing vendor, verify the accuracy of information, and proof for proper English, spelling, grammar, and punctuation.

7. Serve as resource to faculty, staff, and administrators for a variety of policies and procedures related to accreditation, including ACCJC standards, reports, and requirements; respond to requests and inquiries regarding the policies and procedures; explain program requirements and/or departmental policies and procedures; organize orientation and ongoing information, or refer inquiries to relevant parties as determined appropriate.

8. Independently construct and prepare LOC agendas and take and transcribe minutes; coordinate the review of the agendas/minutes with the Student Learning Outcomes Coordinators; revise as needed and distribute; take and transcribe meeting notes for the Learning Outcomes Planning Group.

9. Create and maintain Learning Outcomes documentation for faculty, administrators, and support staff; plan and provide individual and group training on the use of Palomar Outcomes Database software; provide in-service training to appropriate staff related to accreditation and the relationship between accreditation and college policies and procedures.

10. Assist with academic program accreditation processes as needed.

11. Maintain the district web pages for Accreditation and Learning Outcomes; prepare ACCJC and LOC documents for posting on the respective web pages; maintain reference links on the district’s Accreditation and Learning Outcomes web pages.

12. Provide end-user directions in online help fields in the Palomar Outcomes Database (TracDat); propose improvements to the Outcomes Database; coordinate new report development with vendor.

13. Assist with resolution of unique issues related to accreditation and learning outcomes; analyze and propose improvements to related policies and procedures.

14. Research, evaluate, recommend and/or complete special projects requested by the Assistant Superintendent/Vice President for Instruction; assist and support the Accreditation and Learning Outcomes chairs with tasks as needed.

15. Track department budget; analyze and summarize budget expenditures.


17. Accurately maintain ACCJC requirements in a central office; establish and organize filing and record-keeping systems for the department.
Marginal Functions:

1. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Rules, polices, procedures, and operating practices used in the development of reports for ACCJC or an equivalent community college accreditation body.
2. Rules, regulations, terminology, and processes applicable to assigned areas of responsibility, including ACCJC regulations or those associated with an equivalent community college accreditation body.
3. Rules and regulations pertaining to ACCJC or a similar community college accreditation body’s requirements.
4. Practices and procedures of office administration and support, including operation of office equipment.
5. Advanced use of computers and supporting programs, including integrated systems, TracDat or similar outcomes database software, and word processing, spreadsheet, and presentation software.
6. Correct English usage, including spelling, grammar, and punctuation.
7. Practices and procedures of developing and maintaining records and filing systems.
8. Principles and practices of taking and transcribing meeting minutes.

Ability to:

1. Understand and apply ACCJC standards, terminology, and processes applicable to areas of assigned responsibility.
2. Coordinate the development of reports for ACCJC and the Learning Outcomes Council.
3. Prepare reports for ACCJC for publication, including proofreading.
4. Provide complex and responsible administrative support to the Accreditation Steering Committee and Learning Outcomes Council.
5. Maintain and update electronic database records in an outcomes database such as TracDat.
6. Operate office equipment, including computers, learning outcomes database management software, type at a speed necessary for successful job performance.
7. Take and transcribe meeting minutes at a speed necessary for successful job performance.
8. Communicate clearly and concisely, in both oral and written English.
9. Establish and maintain cooperative working relationships with those contacted in the course of work.
10. Communicate with students, faculty, administration, and staff using tact, diplomacy, patience, and courtesy.
11. Prioritize tasks and follow through on projects with set deadlines.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience providing administrative support in the development and maintenance of accreditation reports.
**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college-level coursework in business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties; extensive use of computer keyboard; visual acuity to read printed materials and computer screens.