

# COMPTON COMMUNITY COLLEGE DISTRICT



## **ACCREDITATION FACULTY COORDINATOR**

### **POSITION DESCRIPTION**

Under the direct supervision of the President/Chief Executive Officer and working closely with the Accreditation Liaison Officer, the Accreditation Faculty Coordinator plans, organizes, and coordinates faculty support to assist Compton College and Compton Community College District in accreditation-related tasks. The Accreditation Faculty Coordinator works closely with all Compton Community College District stakeholders and acts as a primary writer on periodic written reports to the Accrediting Commission for Community and Junior Colleges. The Accreditation Faculty Coordinator coordinates evidence collection and serves as Co-Coordinator of Compton College's Accreditation Steering Committee. The primary function of the Accreditation Faculty Coordinator is to assist Compton Community College District's ongoing efforts to remain an accredited institution.

### **DUTIES AND RESPONSIBILITIES**

- Acts as Co-Coordinator of Accreditation Steering Committee and assists in the creation of the meeting agendas, calendars invitations, and any other necessary handouts.
- Monitors faculty memberships on Accreditation Writing Teams, recruiting faculty members, as necessary.
- Provides support to Accreditation Writing Teams, including narrative writing guidance, evidence gathering and cataloging, and troubleshooting various tasks.
- Communicates Accreditation Writing Teams progress with Accreditation Liaison Officer and President/Chief Executive Officer at regular intervals.
- Maintains the Accreditation Steering Committee OneDrive.
- Maintains Nuventive Accreditation Portal.
- Assists the Accreditation Liaison Officer by serving as a primary writer of Annual Reports, Midterm Reports, and Institutional Self-Evaluation Reports (Quality Focus Essay included).
- Attends Accrediting Commission for Community and Junior Colleges webinars to remain up-to-date on current trends and changes to Accreditation Standards and Eligibility Requirements.
- Communicates, quarterly, on-going, accreditation-related updates to campus faculty.
- Assists the Accreditation Liaison Officer and President/Chief Executive Officer in delivering regular updates to the Board of Trustees and to the campus community.
- Coordinates and assists in Accreditation Writing Teams Meetings (during peak writing years).
- Coordinates and assists the Accreditation Liaison Officer and President/Chief Executive Officer with External Evaluation Team visits.
- Performs other duties as assigned.

### **REQUIRED QUALIFICATIONS**

Full-time Compton Community College District faculty member.

**Salary Range:** Current Salary, and the Accreditation Faculty Coordinator will be compensated with 20% reassigned time, during academic semesters, subject to the approval of the President/Chief Executive Officer.

**Conditions of Employment:** Ongoing assignment, full-time Compton Community College District faculty member.