



Job Classification Description

**DIRECTOR OF ASSESSMENT
VSC UP PAT BARGAINING UNIT**

**GRADE 15
EXEMPT**

BASIC FUNCTION

Provide leadership for building and sustaining an environment in which assessment activities are understood and practiced for ongoing quality improvement; assisting with leadership and evaluation of program assessment tools and strategies for academic and co-curricular programs.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Provide program consultation in the areas of outcomes assessment, program assessment and program evaluation.
- Collaborate with departmental and college constituents on important developments in assessment.
- Provide consulting support to academic departments.
- Assist in evaluating and improving current collegewide assessment processes.
- Coordinate with IT and other departments as needed to capture data.
- Develop and conduct workshops, as needed, for colleagues who may be unfamiliar with assessment.
- Write reports on findings and present results to appropriate audiences.
- Organize assessment-related professional development activities including bringing presenters to campus or sending faculty to workshops or best practice institutions, paying particular attention to the reality that liberal arts and professional programs may require different approaches or expertise to support their efforts in developing learning outcomes and assessments.
- Support faculty in developing learning outcomes and assessment of these outcomes; data collection and management; data analysis and interpretation; and curriculum redesign in support of outcomes and assessment.
- Support faculty in select academic departments that are further along with assessment activities in collecting and analyzing data and refining processes as necessary.
- Work with faculty and Advisory Committee on Assessment to connect department learning outcomes with institutional learning outcomes and institutional performance indicators.
- Train faculty administrative assistants so that they can assist with assessment data collection.
- Engage a consultant to assist administrative departments in developing and implementing a continuous improvement framework (such as Baldrige criteria) for assessing institutional effectiveness.

- Develop method for producing an annual report on progress towards institutional performance indicators, including student learning outcomes.

SUPERVISION RECEIVED

Direct supervision is received from the Dean of Academic and Student Affairs.

SUPERVISION EXERCISED

Supervision of one support staff.

MINIMUM QUALIFICATIONS

Master's degree or higher in program evaluation, educational research, educational psychology, assessment, research design, or a related field, or equivalent experience, plus 5 years of related experience, including experience advising faculty, staff, or administration on designing and implementing outcome assessment or accreditation plans. Ph.D. preferred.

- Commitment to the concept and goals of continuous improvement.
- Demonstrated knowledge in the areas of assessment of student learning, academic and administrative program evaluation, and experience with institutional accreditation procedures and requirements.
- Leadership skills.
- Excellent written and oral communication skills. Strong computer literacy, including Microsoft Office.
- Experience successfully managing large projects, including finishing projects on time and handling multiple projects simultaneously, with attention to detail and accuracy.
- Ability to work collaboratively with colleagues throughout the college. Excellent interpersonal skills.
- Ability to work independently and with minimal supervision.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.