



Job Title	Accreditation and Program Approval Specialist, I, II	Job Code	AA0411, AA0428
Pay Plan	A&P	Pay Grade	18, 19
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Academic Services

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Services Professionals provide services and support for operations of academic programs.

Job Summary

Provides strategic support to the director in the area of programmatic quality improvements supporting broader accreditation and program approval activities. Collaborates with faculty, program coordinators, and unit heads to develop and execute quality improvement initiatives responsive to the demands of reporting agencies and to the needs of students. Supports data-driven decision making by analyzing, interpreting, and disseminating data from a variety of sources to college and program administrators.

Representative Duties

1.
 - Administers college and program level activities within the college's assessment platform
 - Develops, implements, and interprets operating procedures to improve college-wide data collection and use
 - Consults programs on development of valid and reliable assessment instruments to be used within the assessment system
 - Generates reports on evidence of student learning to support program knowledge and curricular improvements based on assessment data
2.
 - Acts a primary contact between CCIE and Florida Department of Education's Teacher Certification Examination programs (FTCE/FELE) and their service provider
 - Compiles, interprets, and disseminates testing data to students, faculty, program coordinators, unit heads, and college leadership
 - Advises on long- and near-term implications of testing results on college programs and students supported by historical and peer data
 - Collaborates with college faculty and administration to enable data-driven decision making by developing customized data reports on an ad hoc and on-going basis
 - Maintains an on-going, collaborative relationship with assessment platform developers to ensure the platform's functionality aligns with the college's assessment needs
3.
 - Identifies, evaluates, and compiles evidence for Federal and State reporting requirements related to college- and program-level accreditation and program approval
 - Develops, plans and implements program quality improvement efforts
 - Evaluates existing program, academic, and administrative unit operational procedures
 - Identifies opportunities for improvement; develops action plans to address opportunities; manages the implementation/tracking of identified objectives; and provides same with ongoing support
 - Supports multiple, competing, high-priority projects/tasks, being responsive to multiple stakeholders

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area
- Some Pk-20 educational experience preferred

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced may be difficult and may be complex
- May influence others within the job area through explanation of facts, policies and practices
- Pk-20 educational experience required

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.