College of the Sequoias Community College District is seeking a candidate to fill a full–time, tenured–track Curriculum/Outcomes Assessment Coordinator position beginning August, 2016. The Curriculum Coordinator provides faculty leadership for curriculum and outcome assessments. This is a full-time faculty position reporting to the Vice President of Academic Services. This position has the primary functions of: Co-Chair of the Curriculum Committee; Co-Chair of the Outcomes and Assessment Committee; member of the Executive Committee of the Academic Senate, and provides faculty training, content support, and oversight of faculty use of the Curriculum Management Software (CMS).

As the Co-Chair of the Curriculum Committee the Coordinator will lead the Curriculum Committee in determining that courses meet quality standards for critical thinking and college level rigor. The Curriculum Coordinator works with faculty to implement pre-requisites for all courses and to review existing courses to maintain currency. The Curriculum Coordinator takes curriculum approved by the Curriculum Committee to the Academic Senate for approval in a timely manner.

The Curriculum/Assessment Coordinator will update and maintain the Curriculum website with committee information and resources, including state and local information.

With support from the Office of Research, Planning and Institutional Effectiveness, the Coordinator will collaboratively work with faculty on all aspects of learning outcomes and assessments at the course, program and institutional levels. The Curriculum Coordinator will provide faculty and staff training in outcome development, assessment methods and strategies with managing the ongoing assessment cycle.

The coordinator will meet regularly with the Vice President of Academic Services and the Academic Senate to report progress, plans, and strategies to meet established deadlines related to curriculum, outcomes and assessment. The coordinator will regularly schedule meetings with faculty to assist with curriculum and outcome/assessment tasks.

### Minimum Qualifications

The candidate must meet the following criteria. The degree must be from an institution accredited by the Western Association of Schools and Colleges or the equivalent:

- Master’s degree from an accredited institution in a District faculty service area OR
- The equivalent AND
- Experience at the college level in curriculum design and development
- Experience at the college level with the development of outcomes and assessments
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.
Candidates claiming equivalency must demonstrate a combination of education and other accomplishments that are equivalent to the MQ’s. If claiming equivalency, you will need to read the Board Policy 7211 on equivalency and prepare a statement documenting how you feel you meet the equivalent qualifications.

**Note:** Candidates claiming equivalency must receive a judgement of equivalency from the COS equivalency Committee prior to the interview.

### Representative Duties

- Assist in the design, implementation, and coordination of curriculum, outcomes and assessment at the course, program and institutional levels.
- Co-Chair the Curriculum Committee and the Outcomes and Assessment Committee.
- Develop and teach workshops, training sessions and seminars related to curriculum, outcomes and assessment and the relevant technology systems.
- Provide leadership for the implementation of relevant curriculum development and outcome assessment software programs.
- Collaborate with applicable campus constituencies to maintain and update a COS curriculum and assessment database that will centralize, coordinate and house course outline of records, learning outcomes and assessments.
- Coordinate with the Accreditation Liaison Officer to complete the learning outcomes and assessment portions of accreditation reports.
- Assist in the development of new curriculum and collaborate with various entities on grant related curriculum work (i.e. adult education and career technical education).
- Collaborate with transfer, career technical education and basic skills faculty and their programs in curriculum development and outcome assessments.
- Plan and coordinate campus events devoted to assessment (Dialogue Days).
- Maintain current knowledge of accreditation standards and practices, research in the field of student learning outcomes and assessment, and share this knowledge with the college community through reports and presentations as needed.

### Desirable Qualifications

In looking at application materials, the Hiring Committee also seeks evidence of the following:

- Experience with accreditation processes/procedures
- Experience with curriculum management software
- Experience with program review processes
- Willingness and ability to work with faculty on all district campuses

### Conditions of Employment

Salary is commensurate with education and experience. Initial placement with Master’s degree ranges from $54,663 to $72,069.

Medical/dental/vision insurance program for employee and dependents and $100,000 employee life insurance is provided.

Retirement Plan provided.

Contract period is for ten (10) months during the regular academic year beginning August 2016 through May 2017.

Pre-service orientation and/or inservice meetings will be offered in August 2016.

A collective bargaining agreement exists, and membership in the College of the Sequoias Teachers Association (COSTA) or payment of a service fee is required.
Screening Procedure

Only complete application packages will be evaluated by the screening committee as soon as possible after the closing date. Application materials will be evaluated to determine how fully the applicant meets the Qualifications. This evaluation process will determine which applicants will be invited for an interview including a teaching demonstration. The most successful interviewees will be invited to a second interview with the College Superintendent/President.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline, April 29, 2016 / 4:30 p.m.

- Completed COS academic/administrative application form
- Diversity Statement (included in the application packet)
- Cover letter describing interest in the position and teaching philosophy
- Resume
- Unofficial copies of transcripts of all college/university work (If transcripts are not in English, include a summary of courses and grades). Official transcripts required upon employment.
- Equivalency document (if necessary)
- Two (2) recent letters of recommendation addressing pertinent experience or equivalent competencies.

Submit to:

Linda Reis  
(559) 730-3867  
LindaRei@cos.edu

Human Resource Services  
Position: 5167–f–02–16  
College of the Sequoias CCD  
915 S. Mooney Blvd.  
Sequoia Building, Room 5  
Visalia, CA  93277

Notice to all candidates for employment

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”