Job Title: Director Accreditation Compliance
Department/College: District
Reports To: VC for Instruction
FLSA Status & Job Grade: EX P11
Salary Range: See Professional/Technical Salary Structure
Job Code: 

SUMMARY
The Accreditation Compliance Director will coordinate and manage all aspects of maintaining HCC’s accreditation by SACSCOC, including the 10-year reaffirmation, the Fifth-year Interim Report, the QEP and the substantive change process. The Director will create and maintain a website detailing all HCC efforts in the SACS reaffirmation process. The Director will develop and manage Accreditation Compliance/QEP budgets, collaborate with all appropriate personnel to ensure compliance issues are appropriately evaluated and resolved, and make regular reports to the Vice Chancellor for Instruction as requested. The Director will oversee the arrangements for the visiting SACS site team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Direct the coordination and management of the HCC reaffirmation of accreditation process, including any reports required by SACSCOC.

Lead and coordinate the HCC Quality Enhancement Plan (QEP). Supervise QEP Program Director activities. Coordinate with the QEP Director to assure that all required reports and records are created and maintained and that the QEP budget is managed.

Coordinate and manage the substantive change process. Ensure that all required reports are submitted to SACSCOC in a timely manner.

Coordinate all related committees of Faculty, Administration, and Staff created to address issues of SACS reaffirmation.

Monitor all external accrediting body reports and correspondence concerning HCC programs.
Develop and manage all Accreditation Compliance/QEP budgets and makes regular reports to the Vice Chancellor for Instruction.

Work with members of IT and the Instructional Media Center to create and maintain Accreditation Compliance/QEP websites.

Collaborate with HCC personnel to evaluate, investigate, and resolve any issues of concern regarding SACSCOC compliance.

Work actively with HCC personnel to identify and collect data related to student learning outcomes and the use of such data for improvement of teaching and learning.

Work actively with HCC personnel to identify and collect data related to administrative and student services assessments.

Participate in professional development related to accreditation and assessment, and provide related professional development as needed for HCC personnel.

Oversee all arrangements for the visiting SACS site team.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

**EDUCATION**
Educational credentials that have qualified the individual for employment as an HCC faculty member.

**EXPERIENCE**
At least two (2) years of proven success as a faculty member at Houston Community College in a teaching, counseling, or library position.

**KNOWLEDGE, SKILLS, AND ABILITIES**
Strong writing, analytical, organizational and research skills.

Experience editing and proofreading, with the ability to produce high-quality materials while adhering to multiple deadlines.

A good understanding of accreditation purposes and processes.

Project management skills.
Ability to work effectively with faculty, staff, administration, and community members in soliciting and utilizing meaningful input.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*

*This job description may be revised upon development of other duties and changes in responsibilities.*