

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Fifth Year Report/Special Projects	FLSA status:	Exempt
-------------------	--	---------------------	--------

DEPARTMENT:	Instruction	REPORTS TO:	Vice President of Instruction
--------------------	-------------	--------------------	-------------------------------

Position summary: Under indirect supervision, the Director of Fifth Year Report/Special Projects is responsible for the fifth year review of the institution for the Southern Association of Colleges & Schools (SACS) which responds to the U. S. Department of Education's (USDOE) requirements that accrediting bodies continuously monitor institutions to ensure compliance and that accrediting bodies have a mechanism for reviewing multiple sites initiated since last reaffirmation.. This position reports directly to the Vice President of Instruction.

Position responsibilities:

- Responsible for the Fifth Year Report for the Southern Association of Colleges & Schools (SACS) which includes:
 1. Signatures Attesting to Integrity as signed by the President and the Accreditation Liaison.
 2. The Institutional Summary.
 3. An Abbreviated Compliance Certificate addressing a subset of core requirements and comprehensive standards.
 4. Additional Reports as requested by the Commission on Colleges (if required).
 5. The Quality Enhancement Plan (QEP) Impact Report assessing the impact of the Plan on student learning outcomes.
- Assist the division deans with the evaluations of faculty and adjunct faculty members.

Minimum Position Requirements:

- Master's degree required with at least 5 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office and classroom work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited physical risk.