

## **JOB DESCRIPTION**

**POSITION:** Accreditation Director  
**REPORTS TO:** Vice President  
**CATEGORY:** Regular, Full-time Exempt

CAEP promotes excellence in educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to advance P-12 student learning. More than 900 educator preparation providers (EPPs) have participated in the CAEP accreditation system.

**Skills:** Excellent interpersonal skills, written and verbal communication skills, supervisory and organizational skills with consistent attention to detail and accuracy. Self-directed multitasker with demonstrated ability to take initiative and meet deadlines.

**Relevant Experience:** Minimum of five years' experience in education, accreditation, credentialing, and/or association non-profit organization(s). Not-for-profit or association management experience preferred. Previous experience in project management, higher education, training, and staff management. Knowledge of common software applications.

The Accreditation Director reports to the CAEP Vice President. The Accreditation Director is responsible for the successful coordination and function of the Accreditation Council and its decision-making processes. The Director supports all other aspects of the accreditation process and will work collaboratively with other members of the Accreditation Team to ensure the quality and integrity of the accreditation process.

***Essential responsibilities and duties include but are not limited to:***

### ***Coordinate Relations with EPPs***

- Coordinate with CAEP Communications and ensure that communication with EPPs is clear, consistent, and accessible
- Develop and refine procedural guidance for EPPs to successfully navigate the accreditation review process
- Design and conduct web seminars for EPPs throughout the year to support their successful engagement with CAEP
- Provide phone and email support to EPPs

### ***Lead Accreditation Council Functioning***

- Lead and develop procedures and systems related to the functioning of the Accreditation Council as well as and maintain accreditation policies as a primary role
- Lead, develop, and maintain updated Accreditation Council procedural guidance and calendar
- Identify and develop resources related to Councilor and staff professional development and/or training needs

- Oversee the development and maintenance of resources and tools on the CAEP website related to accreditation decisions and outcomes
- Coordinate with the CAEP Director overseeing volunteer and site visit activities, to ensure all materials are prepared on time, consistent, and of high quality for CAEP Council panels and the Council meeting in general
- Oversee all aspects – onsite - of the Accreditation Council meetings
- Ensure that there is sufficient and comprehensive documentation of decisions and discussions from Accreditation Council meetings
- Ensure compliance with USDE and CHEA policies as appropriate
- Coordinate with other departments and staff as needed

### ***Manage Accreditation Council Meetings***

- Develop meeting schedule and all associated resources and communications
- Oversee the development of Council and Committee agendas
- Write reports/memoranda as needed
- Staff Council and committee meetings as needed
- Manage the appeals process if necessary

### **Oversee all functions related to CAEPCon, CAEP's Biannual National Meeting**

- Oversee all programming aspects of successful planning and implementation of CAEPCon
- Coordinate CAEPCon logistics with CAEP's internal events planner
- Ensure that evaluations and feedback are collected, analyzed, and applied to CAEP's continuous improvement process
- Attend and build relationships for CAEP at CAEPCon

### ***General***

- Participate in strategic leadership decisions of the CAEP Accreditation Team
- Supervise staff as assigned
- Contribute to CAEP's overall policy, program, and organizational development
- Work with Vice President to develop and administer budgets associated with assigned projects
- Work closely with other accreditation staff and other departments to support the accreditation process and provide client and customer service
- Represent CAEP as needed at external meetings
- Serve as CAEP Ambassador to the field. Build CAEP's reputation with states, affiliates, EPPs, and the public
- Deliver presentations at CAEP, state, and national meetings
- Maintain collegial and supportive working relationships internally and externally
- Other duties as assigned

### **Requirements**

- PhD in Education or related field required
- 5+ years' experience in non-profit associations, education policy, higher education and/or P-12 education
- Strong commitment to developing team members
- Excellent verbal, writing, and editing skills required

- Demonstrated ability to think strategically and solve problems
- Ability to prioritize, work under pressure, and meet deadlines
- Ability to work with people at all levels of the organization, in higher education and P-12 schools, and the general public
- Strong organizational skills, interpersonal skills, and oral and written communication skills
- Experience in supervising staff, including regular performance reviews and plans for improvement.
- Ability to work independently as well as in a team-oriented environment
- Ability to prioritize, work under pressure, and meet deadlines
- Ability to travel and flexibility to work occasional weekends or evenings as projects demand

Interested candidates are encouraged to visit [www.caepnet.org](http://www.caepnet.org) to learn more about CAEP and the position. To apply, please send resume, cover letter, and salary requirement to [hrjobs@raffa.com](mailto:hrjobs@raffa.com). This job is located in Washington, DC, and remote work is not available for this position. Relocation assistance is not available.

CAEP is an equal opportunity employer. CAEP will not discriminate against any individual employee, group of employees, or prospective employee because of race, color, religion, national origin, citizenship status, gender, sexual orientation, age, ancestry, marital status, disabilities, veteran status or other class of individuals protected by law. CAEP is fully committed to providing equal opportunities in all employment related activities including, but not limited to recruiting, hiring, advancement, compensation, training, benefits, transfers, terms of employment, and physical access to facilities within the financial resources of CAEP. CAEP will make reasonable accommodations for any physical or mental disability that limits an employee's ability to perform the essential functions of his or her job to the extent CAEP is aware of those disabilities. Furthermore, CAEP will fully comply with all federal, state, and local laws and regulations to guarantee equal employment opportunities.