

## JOB DESCRIPTION

**POSITION:** Accreditation Associate for Selective Improvement and Transformation Initiative Pathways

**REPORTS TO:** Director of Accreditation, Selective Improvement and Transformation Initiative Pathways

**LAST REVIEWED:** new hire

The Accreditation Associate will manage day-to-day operations for the Selected Improvement and Transformation Initiative accreditation processes. Reporting to the Director of Accreditation for Selective Improvement and Transformation Initiatives, the Accreditation Associate will work collaboratively with other members of the Accreditation and Program Review team and to ensure the quality and integrity of the accreditation process.

Essential responsibilities and duties include but are not limited to:

### ***Support the Accreditation Review process under the Selective Improvement and Transformation Initiative Pathways***

- Develop/maintain system to track accreditation documents
- Maintain electronic and paper records of accreditation reviews
- Follow up as appropriate to ensure timely submission of documents
- Post Self-study and site visitor report templates in AIMS
- Advise institutional representatives on accreditation policies and procedures
- Assist visit teams as needed regarding policies and procedures of the accreditation process
- Maintain third-party testimony of accreditation reviews
- Facilitate a quality assurance system to maintain the accuracy and completion accreditation reports
- Work with accreditation and program review team to design and implement professional development programs and resources for institutions, visit team members, and others

### ***Coordinate the Formative Review Process***

- Collaborate with visit leads to determine dates for formative review conference calls
- Monitor the progress of Formative Feedback Report completion and ensure the accuracy and completion of reports
- Coordinate the editing process of Formative Feedback Reports with accreditation staff

### ***Support Accreditation Council Meetings***

- Support the preparation for council meetings
- Serve as the staff liaison to committees and task forces as assigned
- Assist with the editing and proofing of action letters and reports

### **General**

- Contribute to CAEP's overall policy, program, and organizational development
- Work closely with other accreditation staff and other departments to support the accreditation process and provide client and customer service
- Edit accreditation reports prepared by visitors
- Staff selected offsite meetings
- Assist with the Accreditation Council Meetings
- Support and deliver presentations at CAEP trainings, conferences and other state and national meetings
- Maintain collegial and supportive working relationships
- Participate in team and department process improvement efforts
- Other duties as assigned

### **Requirements**

- Minimum of 3 years of experience in P-12, higher education, and/or accreditation
- BA/BS in or related field required, Master's preferred
- A strong track record of electronic document management
- Excellent skills in Word, Excel, PowerPoint, and working with membership databases
- Strong attention to detail and organizational skills
- Expertise in customer service and/or volunteer relations
- Demonstrate excellent judgment and ability to solve problems
- Excellent verbal, writing, and editing skills required
- 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
- Ability to work independently as well as in a team-oriented environment
- Ability to travel and flexibility to work occasional weekends or evenings as projects demand