

JOB DESCRIPTION

POSITION: Accreditation Associate,
Selected Improvement and Transformation Initiative Pathways

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

LAST REVIEWED: June 2016

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. EPPs include traditional institutions of higher education, as well as alternative pathways such as residency programs.

The Accreditation Associate works in managing the day-to-day operations for the Selected Improvement (SI) and Transformation Initiative (TI) accreditation processes. Reporting to the Director of Accreditation for SI and TI Pathways, 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 Selected Improvement and Transformation Initiative Pathways

- Develop/maintain system to track accreditation documents (self-study, formative feedback, self-study addendum, and onsite report, rejoinders, and team lead response).
- 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
- Assist visit teams as needed regarding policies and procedures of the accreditation process
- Maintain third-party testimony of accreditation reviews
- Process withdrawals, good cause extension requests, and complaints
- 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

Support EPP Relations

- Deliver presentations on accreditation processes at state and national meetings
- Advise EPPs on accreditation standards and processes
- Work with pathway director to develop and refine procedural guidance for Education Preparation Providers (EPPs) to maintain the quality of the process
- Provide phone and email support to EPPs

Manage the Complaint Review Process

- Respond to all letters and inquiries related to complaints against institutions
- Advise leadership on whether a complaint received meets criteria for investigation
- Provide staffing/support of Complaint Review Committee, if a complaint is investigated

Support Accreditation Council Meetings

- Prepare documentation for review of all SI and TI EPPs
- 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