

JOB DESCRIPTION

POSITION: Assistant Vice President (AVP)

REPORTS TO: Vice President (VP)

CATEGORY: Regular, Full-time Exempt

LAST REVIEWED: June 2018

CAEP is the nation's sole accrediting body for teacher preparation. CAEP promotes excellence in educator preparation through outcome focused, and evidence-based, data-driven accreditation focused on improving student learning. We provide a framework for continuous improvement to ensure educator preparation providers (EPPs) prepare educators to teach diverse learners throughout the P-12 system. CAEP organizational values focus on: leadership, teamwork, initiative and creativity, strategic planning, shared responsibility and accountability, and service orientation to accreditation.

CAEP is seeking an energetic, customer-service focused individual who will actively develop, build, and sustain internal collegiality and cooperation as well as external relationships with critical stakeholders that include Educator Preparation Providers (EPPs) states, partner institutions and the public. A critical leader of the Accreditation team, the position will oversee the day-to-day accreditation functions of the organization allowing the VP to focus on accreditation strategy and external constituents. The position will ensure the quality and integrity of all accreditation data and processes.

Essential responsibilities and duties include but are not limited to:

- Manage the day-to-day operations of the Accreditation team working in a matrix organization as they together serve the major initiatives of CAEP including, but not limited to the semi-annual CAEPCon, semi-annual meetings of the Accreditation Council, implementation of major Accreditation initiatives such as handbook updates, procedural updates, and the annual reporting process. Ensures productive and successful Accreditation Council meetings and CAEPCons through active management of Accreditation Directors.
- Directly supervise the four accreditation directors.
- Present on behalf of CAEP at workshops, conferences, and webinars.
- Plan and implement equity initiatives in support of CAEP's organizational goals and assist the VP with implementation of diversity and equity components of the CAEP Standards.
- Partner with IT to ensure the quality and accuracy of data in the accreditation database (AIMS).
- Collaborate with Communications on the development of content for annual conference and workshop programming.
- The position will assist the VP as a spokesperson for CAEP at Educator Preparation Provider (EPP) and other relevant events (e.g. CHEA, NACIQI, ASPA, AACTE, etc.).

- Develop comprehensive strategies and systems to effectively accredit EPPs, meet their needs, and respond to the changing landscape of educator preparation quality assurance.
- Works with Accreditation Directors to ensure productive and positive site visits; has ultimate responsibility for site visits and site visitor training. Work in collaboration with teams across the organization to implement organizational policies and procedures, including accreditation-related technical assistance, training, tools and support for EPPs, site visitors, and governance stakeholders.
- Ensures timely communication with EPPs, site visitors, and other stakeholders
- Represent the President or VP at meetings as needed.

Requirements

- Ed.D. or Ph.D. in an education-related field and a degree from a regionally accredited institution..
- Teaching or administrative credential from a US State.
- Minimum of 5 years' full-time experience as a faculty member in higher education.
- Minimum of 5 years experience in CAEP accreditation as a site visitor and a minimum of 2 years as a lead site visitor.
- Minimum of 5 years teaching or administrative experience in a US P12 school setting.
- A persuasive and passionate communicator with excellent public speaking skills.
- Demonstrated experience developing and implementing programs that promote equity and inclusion in a diverse educational or professional setting.
- In-depth understanding of best practices and innovations in educator preparation, teaching, and learning.
- Demonstrated ability to think strategically, solve problems creatively, and identify new opportunities to advance an organization's mission and brand
- A strong track record of leadership in developing and advancing initiatives within a framework of continuous improvement.
- Ability to efficiently manage multiple priorities and projects.
- Ability to work with people at all levels of the organization, in higher education and P-12 schools, and the general public
- Strong relationship building and interpersonal skills.
- Ability to work independently as well as in a team-oriented environment.
- Ability to travel and the flexibility to work weekends as needed.

Technical Skills

- Individual should be proficient in Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
- Proficient at using GoToMeeting (or other webinar tool), Outlook, and Intranet/Internet tools.
- Experience with state data systems and/or relational databases is desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

While much of the day-to-day work is done working at a computer, speaking engagements and travel may require the employee to stand, walk, and/or converse for lengthy periods of time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position may be required to work evenings or weekends for special program events. The work environment is fast-paced.

**This position is based in Washington, DC.
Travel may be required up to 20% of the time.**