



Volunteer Position Description

Annual Report Reviewer

About CAEP

CAEP's mission is to advance equity and excellence in educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to strengthen P-12 student learning.

Volunteer Impact

Professional accreditation is the bedrock upon which professions such as architecture, engineering, medicine, and law have built their reputations. It assures that those entering the field have been suitably prepared to practice through assimilation of a body of knowledge and pre-service practice in the profession. When an educator preparation provider (EPP) is CAEP accredited, the public can be assured that the EPP has met national standards set by the education field at large and has undergone rigorous external and impartial review by professionals, policymakers, and representatives of the public. By establishing the accreditation process as a volunteer-based, expert-review process, education professionals who serve as site visitors or reviewers have a direct impact in ensuring that EPPs prepare highly effective future P-12 educators.

Benefits

Benefits of being an annual report reviewer include:

- Training and professional development on model quality assurance and accreditation processes grounded in evidence-based standards
- Networking opportunities with experts and professionals in the field
- Contributing your expertise as the crux of an expert review-based process of accreditation
- Gaining perspective on the field's initiatives particularly around program outcomes, completer impact, and continuous improvement
- Upon successful completion of service: a certificate and endorsement letter supporting the work of an annual report reviewer as the application of scholarship and service to the field

Responsibilities and Duties

The purpose of the EPP Annual Report review process is to provide meaningful feedback to EPPs and enhance CAEP's monitoring efforts to support continuous improvement. CAEP will synthesize data from EPP Annual Reports and highlight trends in the field of educator preparation. Specifically, annual report reviewers will:

- Be available for and successfully complete annual report reviewer training in May
- Be available to commit approximately 40 hours, as appropriate to deliver quality completion of assigned reports, in June and/or July to review reports
- Complete EPP Annual Report reviews in advance of deadlines assigned by CAEP staff
- Provide the EPP with appropriate feedback on various sections of the EPP Annual Report in accordance with guidelines communicated during training
- Provide feedback, as needed, to improve the process
- Be fair and consistent with reviews
- Work collaboratively in the review process with CAEP staff and other annual report reviewers
- Keep all information and results confidential

Volunteer Qualifications

- Excellent analytical and evaluation skills
- Attention to detail
- Demonstrated expertise in the education field in relevant disciplines such as professional education, teaching, research, and/or evaluation
- Skill in use of evaluation techniques, such as the interpretation of quantitative data, use of rubrics and questionnaires, and analysis of written information
- Ability to clearly and concisely convey observations and judgments in writing
- Ability to make unbiased professional judgments about education programs based on the application of national standards
- Demonstrated capability to serve as a reviewer as evidenced by successfully completing online and/or in-person training
- Availability in May, June, and July for training and report reviewing
- Access to and skill in the use of computer technology, including accessing the Internet, using email, participating in webinars, navigating websites, reviewing documents online, and word processing

Training and Professional Development

Annual report reviewers will be required to successfully complete an intensive training session on annual report reviews. Training will be done through electronic/digital means and will include practice reviews. Training topics will include the CAEP review process, electronic system navigation, elements of appropriate reviews, feedback template format and content, clarity of writing, and other topics relevant to the conduct of high quality reviews.

Commitment Required

Each volunteer will be required to commit a minimum of 40 hours to review annual reports during a two month period in the summer. Reports are estimated to take 2-3 hours to review. Annual Report Reviewers will serve on two-member teams.

Volunteer Work Location

Home, work, or other computer and internet accessible location.

Volunteer Supervisor and Contact Information

For questions on the CAEP Annual Report Reviewer application, contact nominating@caepnet.org.