

## **Volunteer Position Description**

### Specialized Professional Association (SPA) Program 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. One way CAEP ensures the quality of all specialty licensure areas in an educator preparation provider (EPP) is through a partnership with Specialized Professional Associations (SPAs) in a review process specific to meeting national standards for each specialty licensure area. CAEP works with various SPAs (e.g., NCTM, CEC, SHAPE America, etc.) on a review process specific to meeting national SPA standards.

#### **Benefits**

Benefits of being a SPA program reviewer include:

- Training and professional development on national SPA standards using processes grounded in evidence-based standards
- Networking opportunities with experts and professionals in the field
- Exposure to new and innovative methods of teacher preparation
- Contributing your expertise as the crux of an expert review based process of specialty licensure review
- Certificate of service upon completion of a specialty licensure review
- For higher education volunteers: an endorsement letter supporting the work as a SPA program reviewer

#### **Responsibilities and Duties**

SPA program reviewers are responsible for completing the program review reports in advance of deadlines assigned by CAEP staff and SPA coordinators. The purpose of SPA program review is to provide meaningful feedback to EPPs on specialty licensure areas by experts specialized in the content area. The feedback, in form of Recognition Reports, is used as evidence to meet CAEP Standard 1. SPA program review is the only way for programs to receive National Recognition status upon meeting national SPA standards.

SPA program reviewers have the following responsibilities:

- Evaluate reports submitted by programs to meet SPA standards using instruments designed to evaluate candidates' knowledge, skill, and professionalism as aligned to national SPA standards
- Provide feedback to programs (in the form of Recognition Reports) on the quality of the instruments and whether they meet SPA standards and expectations
- Participate in SPA-specific reviewer training and development process through specialized professional associations

- Ensure confidentiality of EPP information
- Practice fairness in conducting reviews
- Avoid conflicts of interest while engaging in the review process through veritable declaration of personal and professional areas of conflict

### **Volunteer Qualifications**

- Demonstrated expertise in the evaluation of assessments and data analysis
- Demonstrated capability to serve as a reviewer as evidenced by successfully completing online and/or in-person training
- Skill in use of evaluation techniques, such as the interpretation of quantitative data, use of rubrics, and analysis of evidence
- Skill in the use of computer technology, including accessing the Internet, using email, navigating websites, reviewing documents online, and word processing
- Excellent writing skills: the ability to convey clearly and concisely observations and judgments in writing
- The ability to make unbiased professional judgments about education programs based on the application of national standards

### **Training and Professional Development**

SPA program reviewers are required to meet reviewer standards as determined by the SPA. SPAs conduct their own reviewer training and all volunteers will be required to meet any and all reviewer training requirements identified by the SPA. CAEP's role in SPA review is to facilitate the process. Individuals volunteering for status as a SPA program reviewer will be contacted by the appropriate SPA for further training and evaluation.

### **Commitment Required**

Each volunteer will be required to commit 20 hours to review at least one SPA submission for the appropriate professional association. SPA program reviewers serve on teams of three as assigned by the professional association.

### **Contact Information**

For questions on the volunteer application, contact [nominating@caepnet.org](mailto:nominating@caepnet.org).