

JOB DESCRIPTION

POSITION: Accreditation Associate
REPORTS TO: Director of Accreditation
CATEGORY: Regular, Full-time Exempt

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 800 educator preparation providers will initially participate in the CAEP accreditation system.

Job Summary:

The Accreditation Associate works in managing the day-to-day operations for the CAEP accreditation processes. Reporting to the Director of Accreditation, the Accreditation Associate will work collaboratively with other members of the Accreditation Team to ensure the quality and integrity of the accreditation process.

Job Responsibilities: Essential responsibilities and duties include but are not limited to:

1. Support the CAEP Accreditation Review Process

- a. Track accreditation documents (self-study report, formative feedback report, self-study addendum, and site visit report, rejoinders, and lead response) notifying CAEP staff, education preparation providers (EPPs), and Lead Site Visitors on timeliness of submissions
- b. Update and maintain electronic records in the accreditation management system
- c. Follow up as appropriate to ensure timely submission of documents
- d. Post report templates and manage message center in the accreditation management system
- e. Process and manage documents related to withdrawals, modifications of schedule (states), and good cause extension (EPPs) requests
- f. Facilitate a quality assurance system to maintain the accuracy and completion of accreditation reports in AIMS
- g. Participate in cross-training and execution of all accreditation associate tasks designated by supervisor

2. Support EPP Relations

- a. Serve as a case manager to advise EPPs on accreditation processes
- b. Assist site teams as needed regarding policies and procedures of the accreditation process
- c. Provide phone and email support to EPPs
- d. Work with the CAEP Accreditation Team to develop EPP guidance and FAQs

3. Support Accreditation Council Meetings

- a. Prepare documentation for AC panel reviews of EPPs
- b. Serve as the staff liaison to AC Committees and task forces as assigned
- c. Assist with the editing and proofing of action letters and reports

4. General

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

Qualifications

1. BA/BS in Education or related field required, Master's preferred
2. A strong track record of electronic document management
3. Excellent skills in Word, Excel, PowerPoint, and working with membership databases
4. Strong attention to detail and organizational skills
5. Expertise in customer service and/or volunteer relations
6. Demonstrate excellent judgment and ability to solve problems
7. Excellent verbal, writing, and editing skills required
8. Ability to prioritize, work under pressure, and meet deadlines
9. Ability to work with people at all levels of the organization, in higher education and P-12 schools, and the general public
10. Ability to work independently as well as in a team-oriented environment
11. Ability to travel and flexibility to work occasional weekends or evenings as projects demand
12. Experience in P-12, higher education, and/or accreditation preferred.