



Accreditation and Assessment Support Specialist

SUMMARY

The Specialist plays an important role within the Teacher Education Program in the Education Studies Department and assists in institution-wide assessment activities directed by the Office of Academic Affairs. Within the Education Studies Department, this position oversees the activities related to coordinating program assessments and gathering evidence to maintain compliance with accreditation standards. The Specialist works closely with the Department Chair and Faculty and Staff Support Coordinator and is responsible for the quality assurance system that monitors the success of students, alumni, and the overall program, and is used to inform continuous improvement efforts. The Specialist is expected to write reports on these activities, which are reviewed and approved by the Education Studies Chair.

RESPONSIBILITIES

- Manage the quality assurance system for the Teacher Education Program.
 - o Coordinate processes for maintaining the quality assurance system, which includes collecting key assessment data from the three program checkpoints (application to the program, application to student teaching, and program exit) as well as collecting additional evidence from students, alumni, P-12 partners, stakeholder committees, and program faculty to meet accreditation standards.
 - o Manage assessment software and provide technical assistance to program faculty, students and school partners.
 - o Review and revise key program assessments to ensure validity and reliability.
 - o Coordinate sharing and review of data for program planning and continuous improvement with various stakeholder groups.
 - o Working closely with faculty and Department Chair, design and coordinate CAEP Area for Improvement (AFI) work
- Organize the unit's accreditation processes in preparation for scheduled site visits to maintain accreditation with state and national organizations.
 - o Submit all required reports for state and national accreditation organizations after Department Chair approval.
 - o Facilitate department efforts to prepare all stakeholders for accreditation visit.
 - o Draft, manage, and submit state reports related to evolving standards and learning outcomes, including SPA program review after Department Chair approval.
 - o Stay abreast of any updates/changes to required state learning/teaching standards by attending EPSB meetings, CAEP conferences, and other institutes recommended by the Department Chair
- Write and prepare annual reports to various agencies (EPSB, Title II, CAEP, etc.)
- Coordinate registration for required examinations.

- Transport students to testing centers in Lexington, Kentucky as necessary.
- Serve as the liaison between the EDS Department and key stakeholder groups to coordinate continuous improvement efforts related to assessment and accreditation.
- Prepare documents for, present at, and attend, Berea College Teacher Preparation Accountability Committee (TPAC) meetings.
- Collaborate with P-12 partners to develop a mutually beneficial relationship between their schools and the Teacher Education Program.
- Assist with institution-wide assessment and accreditation activities as assigned by the Director of Academic Assessment.

For a detailed job description for the position, and information on how to apply, please visit:

<https://www.berea.edu/human-resources/> and click "Apply for Staff Positions"