

## **JOB DESCRIPTION**

*Revised 01.07.2019*

**POSITION:** Assistant Director of Annual Reports

**REPORTS TO:** Assistant Vice President

**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 900 educator preparation providers (EPPs) have participated in the CAEP accreditation system.

The Assistant Accreditation Director: Annual Reports supports all aspects of the accreditation process, manages the EPP Application and Annual Report processes, and participates in projects related to conducting research and data analytics. Reporting to the Assistant Vice President, the director works collaboratively with members of the Accreditation Team to ensure the quality and integrity of the accreditation process.

Essential responsibilities and duties include but are not limited to:

### ***Manage the EPP Application Process***

- Serve as primary contact for EPPs seeking initial accreditation
- Guide EPPs through the application process
- Work with CAEP Finance and IT as needed
- Manage review of Part 1 and Part 2 applications and works with the Annual Report and Monitoring Committee (ARM) during review process.
- Notify EPPs of application status
- Develop tools to support EPPs completing the Application Process
- Inform changes in the CAEP Policy Manual as applicable
- Serve as staff liaison to the ARM committee

### ***Manage EPP Annual Report Process***

- Collaborate with CAEP leadership on reporting requirements and manage process as determined
- Collaborate with IT staff to make report template available to EPPs
- Provide ongoing support to EPPs on reporting requirements and procedures
- Consults with the Assistant Director of Volunteer Relations to recruit, train and supervise Annual Report Reviewers
- Track report submission
- Support data analytics
- Disseminates Annual Report feedback to EPPs. Responsible for aggregate data EPP reports to identify exemplars.

***Manage the Annual Report Monitoring Committee of the Accreditation Council***

- Coordinate onsite and virtual committee meetings
- Develop review documents for the committee
- Train new committee members
- Follow-up with EPPs when the committee requests additional documentation

***CASE Manager***

- Edit assigned formative feedback and site visit reports as needed
- Staff formative meetings and site visits as needed
- Assist lead site visitors and site teams regarding policies and procedures of the accreditation process

***Engage in Communication and Outreach Efforts***

- Advise EPPs on accreditation standards and processes
- Collaborate with Accreditation Team to design and implement professional development programs and resources for EPPs, site teams, and others
- Develop sessions and present at national and regional conferences
- In conjunction with IT, co-manages CAEP's accreditation database to ensure the integrity of data and reporting and accuracy of website.

***Support CAEP's Research and Data Analytics Work***

- Act as the point person for datamanagement reports with CAEP's accreditation database. Review data management reports for internal and external requests and coordinates with IT to ensure proper and accurate report is returned to end-user.
- Assist with research and data analytics project as assigned. Manage research tasks assigned by President and Vice President as requested
- Support development of communications to the field based on CAEP data
- Support the analyses of CAEP cases to identify exemplars and other examples of EPP responses to CAEP Standards

***Contribute to department and organization process improvement efforts***

- Participate in budget development and hiring processes
- Engage in strategic planning and implementation
- Support Accreditation Council (AC) Meetings and CAEPCon conferences
- Assist CAEP Leadership as requested

***General***

- Other duties as assigned

***Requirements***

- Master's degree in education or related field preferred.
- 5 + years of experience in P-12 and/or higher education,
- 5 + years of experience in accreditation work

- A strong track record of program implementation, project management, and/or professional development
- Proactive problem solver, with demonstrated ability to identify root causes of issues, suggest and carry out relevant solutions, and display logical judgment
- Excellent skills in communication, writing, and editing required
- Ability to prioritize, work under pressure, and meet deadlines
- Ability to work with people at all levels of the organization, in higher education and P-12 schools, and the general public
- Ability to work independently as well as in a team-oriented environment
- Proficient in technologies including excellent skills in Word, Excel, PowerPoint, and working with membership databases
- Strong organizational abilities and meticulous attention to detail
- Interest in CAEP's overall mission and support of CAEP's commitment to improvement research, with ability to think flexibly about the conceptualization and execution of design research for practice improvement
- Ability to travel and flexibility to work occasional weekends or evenings as projects demand

### **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.  
Occasional weekend work and travel may be required.**

CAEP offers a competitive benefit package which includes 100% employer-paid premiums for medical and dental employee-only plans, a 10% employer contribution to the 403(b) retirement plan, and a time-off program which includes vacation, sick, and personal days.

CAEP's goal is to continue to grow a highly engaged and collaborative staff through hiring those with a diversity of experience, viewpoints, and backgrounds. CAEP is an equal opportunity employer. CAEP will not discriminate against any individual employee, group of employees, or prospective employee because of race, color, religion, national origin, citizenship status, gender, sexual orientation, age, ancestry, marital status, disabilities, veteran status or other class of individuals protected by law. CAEP is fully committed to providing equal opportunities in all employment related activities including,



but not limited to recruiting, hiring, advancement, compensation, training, benefits, transfers, terms of employment, and physical access to facilities within the financial resources of CAEP. CAEP will make reasonable accommodations for any physical or mental disability that limits an employee's ability to perform the essential functions of his or her job to the extent CAEP is aware of those disabilities. Furthermore, CAEP will fully comply with all federal, state, and local laws and regulations to guarantee equal employment opportunities.

Interested candidates are encouraged to visit [www.caepnet.org](http://www.caepnet.org) to learn more about CAEP and the position. Internal candidates interested in applying should send their letter of intent to [angela.butler@marcumllp.com](mailto:angela.butler@marcumllp.com) no later than February 8, 2019.