

Associate Director of Accreditation @ the University of Notre Dame (South Bend, IN)

The Associate Director of Accreditation in the Office of Professional Standards at the Institute of Educational Initiatives (IEI) works to advance the mission of the Alliance for Catholic Education (ACE) Educator Preparation Provider (EPP) by facilitating successful state and national accreditation. Effective facilitation occurs through five primary capacities: a) facilitation of process requirements with the EPP; b) acquisition and dissemination of research, processes, and policies; c) assessment development and/or revision, and implementation; d) data collection, storage, and analysis; and e) state and national reporting. The Associate Director of Accreditation is a full-time position that requires administrative and accreditation specific skills in the field of higher education. The position reports directly to the Director of the Office of Professional Standards. Duties include:

1. Facilitation of Process Requirements with the EPP: Facilitate the Initial Licensure/Post Baccalaureate (ILPB), Specialized Professional Associations (SPA), and Council for the Accreditation of Educator Preparation (CAEP) processes; Collaborate with academic programs to support accreditation goals and monitor progress; Coordinate continuous improvement processes across the academic programs; Assist with the coordination and preparation for the state/national accreditation visit; Assist and/or facilitate new program proposals as applicable; Coordinate with the Associate Director of Licensing as applicable; Communicate and collaborate with the Director of the Office of Professional Standards/Accreditation.
2. Acquisition and Dissemination of Research, Processes, and Policies: Maintain abreast of current research and processes/policies for accreditation; Support faculty with training and current research; Serve as an active member of IACTE; Attend CAEP conferences for continuous learning.
3. Assessment Development and/or Revision and Implementation: Assist with the development and/or revision of assessments as applicable; Implement assessments in collaboration with academic director and analyze data.
4. Data Collection, Storage, and Analysis: Collect, manage, and analyze data/evidence for state and national reporting; Code and organize minutes for the academic programs; Maintain the Taskstream platform.
5. State and National Reporting: Facilitate and prepare annual reports (e.g., CAEP, Title II, and 1388 State Reports); Develop/polish ILPB and SPA reports in collaboration with program directors; Develop/polish the Self Study Review (SSR) in collaboration with the Director of the Office of Professional Standards/Accreditation.
6. Additional Responsibilities: Assist with other responsibilities as directed by the Director of the Office of Professional Standards/Accreditation.

Minimum Qualifications:

Master's Degree related to education &/or assessment
Experience with accreditation, assessment, and CAEP
Valid teaching certificate preferred
Effective interpersonal skills
Effective verbal and written communications
Superior analytical, problem-solving, and organizational skills
Technology skills and relevant software applications
Multi-tasking and project management

Salary Range: Commensurate with experience

Please click here to apply: <https://jobs.nd.edu/postings/23735>