

JOB DESCRIPTION

POSITION: Accreditation Associate for Site Visits
REPORTS TO: Senior Director of Accreditation Operations
CATEGORY: Regular, Full-time Exempt
LAST REVIEWED: new hire

The Accreditation Associate for Site Visits will manage the day-to-day operations for all CAEP accreditation visits and will provide support to visit teams. Reporting to the Senior Director of Accreditation Operations, the Accreditation Associate for Site Visits will work collaboratively with other members of the Accreditation and Program Review team to support the work of CAEP volunteers and ensure the quality and integrity of the accreditation process.

Essential responsibilities and duties include but are not limited to:

Coordinate Site Visits

- Collaborate with Senior Director of Accreditation Operations to assign leads and visitors to teams including assessment reviewers for all pathways
- Assign, schedule, and manage assessment reviewers for optional assessment review
- Facilitate communication between visit teams, state agencies, and EPPs
- Communicate with Educator Preparation Providers (EPPs) and state agencies regarding desired dates for accreditation visits
- Create and distributes appropriate communication tools for each review
- Respond to inquiries from site visitors, state agencies, and EPPs about the visit process and procedures
- Provide input and develops materials to improve the visit process across all accreditation pathways

Maintain CAEP Visitor Membership

- Actively monitor the performance and evaluations
- Communicate with and provide relevant information to individuals interested in becoming visitors
- Ensure appropriate contact information is kept up to date in AIMS database
- Review and provide input on the quality of volunteer applications

Assist with Training of Site Visitors

- Assist in the development and delivery of in-person and online training for new and continuing site visitors
- Provide technical assistance to visitors throughout the site visit process

- Develop and refine print and web based resources for the benefit of visitors
- Assist in the development and updating of CAEP Visitor Handbook
- Assist in monitoring and facilitating the CAEP Community page for visitors

General

- Contribute to CAEP's overall policy, program, and organizational development
- Work closely with other accreditation staff and other departments to support the accreditation process and provide client and customer service
- Edit accreditation reports prepared by visitors
- Staff selected offsite meetings
- Assist with the Accreditation Council Meetings
- Deliver presentations at CAEP trainings, state and national meetings
- Maintain collegial and supportive working relationships
- Other duties as assigned

Requirements

- Minimum of 3 years of experience in P-12, higher education, and/or accreditation
- BA/BS in or related field required, Master's preferred
- Experience with schedule management
- Excellent skills in Word, Excel, PowerPoint, and working with membership databases
- Strong attention to detail and organizational skills
- Expertise in customer service and/or volunteer relations
- Demonstrate excellent judgment and ability to solve problems
- Excellent verbal, writing, and editing skills 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
- Ability to travel and flexibility to work occasional weekends or evenings as projects demand