

JOB DESCRIPTION

POSITION: Accreditation Associate, Program Review

REPORTS TO: Senior Director of Program Review

CATEGORY: Regular, Full-time Exempt

LAST REVIEWED: May 2016

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. EPPs include traditional institutions of higher education, as well as alternative pathways such as residency programs.

The Accreditation Associate will assist in the management of the program review function. Reporting to the Senior Director of Program Review, the Accreditation Associate will work collaboratively with other members of the Accreditation and Program Review team and to assist in managing program report submission, program reviewers and status of reviews.

Essential responsibilities and duties include but are not limited to:

Support the Program Review Process

- Manage program report submissions, program reviewers, and status of reviews
- Maintain regular communications with institutions and SPAs about procedures, policies, timelines, etc.
- Maintain electronic records of program review
- Develop documents to facilitate /CAEP SPA reviews
- Manage a pool of volunteers including program and lead reviewers and auditors
- Assist with editing and proof- reading of national recognition reports

Support SPAs and SPA Reviewers

- Serve as a liaison between CAEP and SPAs
- Facilitate the work of program reviewers by assigning reports and providing support and answering questions before, during, and after the review cycle
- Assist SPA Coordinators and reviewers as needed regarding program review policies and procedures

Participate in team and department process improvement efforts

- Work with accreditation and program review team to design and implement professional development programs and resources for institutions, program reviewers, on-site reviewers, and others

- Support NCATE/CAEP conferences and involvement in other national and regional conferences, including presenting program review information as appropriate
- Work closely with other departments to ensure accuracy of the database and website

General

- Organize meetings, events and trainings related to program reviews for web-based conferences.
- Provide assistance to SPA Coordinators for training of new reviewers or refresher training to update current reviewers
- Provide phone support to institutions on most areas related to program review
- Assist with writing and organization of information in handbooks and website
- Other duties as assigned

Requirements

- 2 to 3 years of experience in P-12 and/or higher education, and accreditation
- BA/BS in or related field required, Master's preferred
- A strong track record of electronic document management
- Experience in data management systems
- 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
- Excellent skills in Word, Excel, PowerPoint, and working with membership databases
- Ability to work independently as well as in a team-oriented environment
- Expertise in customer service and/or volunteer relations
- Strong attention to detail
- Demonstrate excellent judgment and ability to solve problems
- Ability to travel and flexibility to work occasional weekends or evenings as projects demand