

## JOB DESCRIPTION

POSITION: Senior Associate, Training and Development  
REPORTS TO: Accreditation Leadership  
CATEGORY: Regular, Full-time, Exempt  
LAST REVIEWED: May 2017

The Council for the Accreditation of Educator Preparation (CAEP) is the nation's sole accrediting body for teacher preparation. CAEP promotes excellence in educator preparation through P-12 learner, outcome focused, and evidence-based, data-driven accreditation. The organization provides a framework for continuous improvement to ensure educator preparation providers (EPP) prepare educators to teach diverse learners throughout the P-12 setting. CAEP's organizational values focus on: leadership, teamwork, initiative and creativity, service orientation to accreditation, strategic planning, and anticipating need, and accountability.

### **Job Summary:**

The Senior Associate, Training and Development, will be responsible for assisting accreditation leadership with development, program coordination of professional development framework for all levels of the accreditation process. While working in conjunction with the accreditation staff and the Vice President to develop training programs for CAEP volunteers (e.g., Lead Site Visitors, Site Visitors, Accreditation Councilors, Annual Report Reviewers, Assessment Reviewers, etc.). The Senior Associate, Training and Development, will further deliver prescribed training in person and through online opportunities to CAEP volunteers, EPPs, and states.

**Job Responsibilities:** Essential responsibilities and duties include but are not limited to:

### **1. Co- Develop and Deliver Training:**

- a. Work with accreditation leadership and accreditation team to develop appropriate training programs, and project management for accreditation in-person and online appropriate forum and common interfaces, with a learning management system to pull and push information to stakeholders.
- b. Assist in managing the development and delivery of training programs such as application materials, training preparation, and participant registration; CAEP Handbook, Technical and Decision Guides, working with appropriate staff for recurring content development.
- c. Assist with planning, developing and implementing the CAEP Accreditation Process to Volunteers, EPPs, and States, with feedback from accreditation leadership, staff, and Vice President.

- d. Work in conjunction with CAEP Communications team to develop appropriate training materials, resources, and maintain training catalogs for state visitors and volunteers.
- e. Collaborate with accreditation leadership and Vice President to develop external training programs (for a fee) for CAEP constituents, such as EPPs and States.
- f. Conduct and assess evaluations to identify areas of improvement.

## **2. General**

- a. Work with accreditation leadership and Vice President to develop and administer budgets associated with assigned projects.
- b. Collaborate closely with other accreditation staff and other departments to support the accreditation process and provide high-touch customer service.
- c. Assist with the preparation and staffing of the Accreditation Council Meetings. Participate as a presenter at other offsite meetings such as CAEPCon.
- d. Review and edit accreditation reports prepared by site visitors.
- e. Deliver training and presentations at CAEP, state, and national meetings.
- f. Other duties as assigned.

## **Qualifications**

1. Minimum 5 years' experience as a corporate or program trainer in non-profit associations, education policy, higher education, and/or P-12 education.
2. Master's degree preferred.
3. Understanding of teaching/training methodologies and tools. Instructional design/alignment proficiencies a plus.
4. Personally, and professionally motivated to keep abreast of new techniques incorporate coaching and volunteer training.
5. Highest-level communication, presentation, and public speaking skills. Ability to write concise reports and recommendations.
6. Certification such as Certified Professional in Learning and Performance (CPLP) or similar is preferred.
7. Ability to work with people at all levels of the organization, in higher education, P-12 schools, and the public.

## **Technical Skills**

1. The individual should be proficient in Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
2. Proficient at using GoToMeeting (or another webinar tool), Outlook, and Intranet/Intranet tools.
3. Ability to analyze assessments and make recommendations for program improvement.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

### **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 in an open concept office.

This position is based in Washington, DC., but with remote situation may be considered.

Travel **40%**

Occasional weekend work and travel may be required.

Candidates are encouraged to visit [www.caepnet.org](http://www.caepnet.org) to learn more about the organization. Submissions should include resume, cover letter, and salary requirement. Qualified submissions received by 5PM June 9 will be given preference. All materials should be emailed to [hrjobs@raffa.com](mailto:hrjobs@raffa.com), Attn: Angela Jeanne Butler.