

## **JOB DESCRIPTION**

**POSITION:** Deputy Accreditation Officer  
**REPORTS TO:** Chief Accreditation Officer (CAO)  
**CATEGORY:** Regular, Full-time Exempt  
**LAST REVIEWED:** September 2016

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

CAEP is seeking an energetic, customer-service focused individual to who will actively develop, build, and sustain internal relationships and seek opportunities to enhance and strengthen CAEP accreditation. A critical leader of the Accreditation team, the position will oversee the day-to-day accreditation functions of the organization allowing the CAO to focus on accreditation strategy and external constituents. The position will also maintain the CAEP recognition process with The Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education (USED) and ensure all organizational policies and processes are in alignment with recognition requirements. The position will ensure the quality and integrity of all accreditation data and processes.

Essential responsibilities and duties include but are not limited to:

- Manage the implementation of major Accreditation initiatives such as handbook updates, procedural updates, and the annual reporting process.
- Monitor CAEP activities to ensure alignment with CHEA and USED recognition.
- Present on behalf of CAEP at workshops, conferences, and webinars.
- Plan and implement equity initiatives in support of CAEP's organizational goals and assist the CAO with implementation of diversity and equity components of the CAEP Standards.
- Partner with IT to ensure the quality and accuracy of data in the accreditation database (AIMS).
- Collaborate with Communications on the development of content for annual conference and workshop programming.
- The position will assist the CAO as a spokesperson for CAEP at Educator Preparation Provider (EPP) and other relevant events (e.g. CHEA, NACIQI, ASPA, AACTE, etc.).
- Develop comprehensive strategies and systems to effectively accredit EPPs, meet their needs, and respond to the changing landscape of educator preparation quality assurance.

- Work in collaboration with teams across the organization to implement organizational policies and procedures, including accreditation-related technical assistance, training, tools and support for EPPs, site visitors, and governance stakeholders.
- Represent the President or CAO at meetings as needed.

### **Requirements**

- Master's degree in education-related field required, Ed.D. or Ph.D. a plus.
- Minimum of 5 years' experience in higher education with a minimum of 2 years' experience with accreditation and administration.
- A persuasive and passionate communicator with excellent public speaking skills.
- Demonstrated experience developing and implementing programs that promote equity and inclusion in a diverse educational or professional setting.
- In-depth understanding of best practices and innovations in educator preparation, teaching, and learning.
- Demonstrated ability to think strategically, solve problems creatively, and identify new opportunities to advance an organization's mission and brand
- A strong track record of leadership in developing and advancing initiatives within a framework of continuous improvement.
- Ability to efficiently manage multiple priorities and projects.
- Ability to work with people at all levels of the organization, in higher education and P-12 schools, and the general public
- Strong relationship building and interpersonal skills.
- Ability to work independently as well as in a team-oriented environment.

### **Technical Skills**

- Individual should be proficient in Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
- Proficient at using GoToMeeting (or other webinar tool), Outlook, and Intranet/Internet tools.
- Experience with state data systems and/or relational databases is desirable.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 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. 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.**  
**Travel may be required up to 20% of the time.**