



COUNCIL FOR EXCEPTIONAL CHILDREN JOB DESCRIPTION

Job Title: Director, Professional Standards and Practices
Department: Professional Standards
Reports To: Executive Director
FLSA Status: Exempt

Position Summary: The Director of Professional Standards and Practices, under the general direction of the Executive Director, is responsible for the strategic direction and day-to-day management of the Council for Exceptional Children's (CEC) professional standards and program review/recognition department. This includes but is not limited to; providing leadership and direction to the development, advancement, dissemination, promotion and use of CEC's professional standards for the preparation and licensure of special education professionals and to guide effective practice. This position also oversees the development, dissemination and promotion of resources, training and publications to support CEC's professional standards and related program review/quality assurance processes; collaborating with other CEC departments and with external groups to ensure alignment of content to the standards; strategic planning for and marketing of CEC's professional standards work to maximize impact on educator preparation and revenue generation opportunities, and oversight of all aspects of CEC's program review for national recognition partnerships and processes which includes the key functions of the development and revision of CEC's professional standards, program review for national recognition and accreditation through CEC's partnership with the Council for Accreditation for Educator Preparation (CAEP).

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides leadership and direction for CEC's professional practice and preparation standards, including internal and external partnerships and accreditation requirements set forth by CEC, CAEP, other accreditation entities and alternative preparation/licensure agencies.
- Collects and analyzes data from the field on current and emerging research, trends and issues in the preparation of special educators to inform CEC's professional standards strategic direction, resources, program and processes.
- Collaborates with related external organizations, consortiums and associations to advance special education professional standards, evidence-based practices, and teacher preparation initiatives related to CEC's professional standards.

- Develops and executes annual and long-range strategic plans to create professional resources, products and services, and publications related to CEC's professional standards that advance the association's strategic plan, meet the needs of special educators and preparation programs, and meet or exceed annual budget goals.
- Develops annual budget, monitors performance and makes necessary adjustments during the year to achieve revenue goals.
- Provides leadership, direction and support for the identification and communication of practices that the profession and CEC deem effective.
- Collaborates with Marketing Services team to determine member and non-member needs, assess the value of products and services, and develop and execute marketing plans.
- Serves as liaison and/or oversees the work of select CEC committees and workgroups as directed by the Executive Director.
- Builds collaborations and cooperative relationships with CEC state/provincial units, divisions and external organizations in furtherance of CEC's standards program and strategic plan.
- Serves as Specialized Professional Association (SPA) Coordinator for CAEP. Oversees pool of volunteer reviewers and auditors and all aspects of CEC's SPA partnership/responsibilities related to program review.
- Oversees partnership with CAEP and provides support to preparation programs preparing for CEC program review. This also includes addressing SPA-specific queries and managing requests for technical assistance from programs seeking SPA National Recognition and/or accreditation, which may include the provision of the technical assistance or the contracting of consultants.
- Present on behalf of CEC at various standards/professional preparation related events.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Leadership – Exhibits confidence in self and others; inspires respect and trust; motivates others to perform well; reacts well under pressure; shows courage to take action.

Strategic Thinking – Adapts strategy to changing conditions; analyzes market and competition; develops strategies to achieve organizational goals; identifies external opportunities; understands organizations strengths and weaknesses.

Project Management – Communicates changes and progress; completes projects on time and within budget; coordinates projects; develops project plans; manages project team activities.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Planning & Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Quality - Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear

quality requirements. Solicits and applies customer feedback.

Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Bachelor's or Master's degree in a related area; more than five years progressive leadership experience in an educational organization, association, state/provincial educational agency, institution of higher education or other relevant organization; demonstrated competence in planning, developing, and implementing teacher preparation program development or review and initiatives that achieve desired results (e.g., providing technical assistance, developing innovative processes to achieve an organizational goal); proven track record in directing multi-faceted recognition, accreditation or licensure programs and knowledge of special education trends and issues desirable.

Communications: Exemplary communication (oral and written) and interpersonal skills, with demonstrated success in team-oriented collaboration, including a strong ability to work harmoniously with colleagues; ability to interact professionally and effectively with many constituencies, including staff, Board of Directors, external partners and volunteer and field leaders.

Reasoning Ability: Creative ability and resourceful problem-solving skills; ability to multi-task and adapt to changing needs and priorities; proven problem analysis and resolution skills at both a strategic and functional level.

Math Ability: Demonstrated competence in the development and management of fiscal resources.

Computer Skills: Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date