

## **JOB DESCRIPTION**

**POSITION:** Director of State Relations

**REPORTS TO:** President

**CATEGORY:** Regular, Full-time Exempt

**LAST REVIEWED:** May 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.

As a valued member of the President's Strategy Team, you will proactively build strong relationships with state partners and provide the state context and perspective internally. The Director of State Relations will also work with elected officials and/or state government representatives to broaden the reach and influence of CAEP with the goal of increasing the value of CAEP accreditation within states.

Essential responsibilities and duties include but are not limited to:

- Establish and maintain relationships with key state government representatives and elected officials.
- Plan and implement strategic and tactical initiatives to increase state participation in CAEP; formalized through negotiated state agreements
- Engage with state education agencies and state educational professional standards boards to establish and maintain state partnership agreements which address the review of Educator Preparation Providers (EPPs) within each state.
- Collaborate with states and the CAEP President to recommend state-level policies to encourage or require CAEP accreditation of EPPs.
- Establish key contacts at and collaborate with the Council of Chief State School Officers (CCSSO), State Higher Education Executive Officers Association (SHEEO), Professional Educator Standards Board Association (PESBA), and other state policy organizations to advance mutual interests and serve as the CAEP representative to these organizations.
- Provide technical assistance to state government representatives to support implementation of state partnership agreements.
- Collaborate with states to enhance accreditation-related data sharing.
- Facilitate communication between and among CAEP and states.

- Lead content development for the annual conference for state partners and collaborate with the meeting planner to ensure a high-quality experience for participants and sponsors.
- Collaborate with the Research team to provide thought leadership and coordination to CAEP's State Alliance for Clinical Educator Preparation and Partnerships.
- Serve as the focal point for all state partner relationships and maintain adequate records of state partnership agreements and contact information for state government representatives.
- Establish key performance indicators and reporting tools to measure the progress and success of state-focused initiatives.
- Represent CAEP at meetings and/or events as needed.

### **Education and/or Experience**

- Master's degree in an education-related field or in public policy preferred.
- At least 3 years of experience in higher education, state agencies responsible for higher education, or P-12 education; or other relevant experience.
- A track record of leadership developing and advancing initiatives within a national context.
- Demonstrated ability to think strategically, solve problems creatively, and identify new opportunities to advance an organization's mission and brand.
- Demonstrated experience developing, administering, and implementing annual budgets and work plans.
- Strong written and verbal communication skills.
- A persuasive and passionate communicator with excellent public speaking skills.
- Ability to efficiently manage multiple priorities and projects.
- Experience working collaboratively across departments to meet organizational objectives.
- Ability to work effectively alone and as member of a team.
- Knowledge of state and federal legislative processes preferred.
- Knowledge of best practices and innovations in educator preparation, teaching and learning a plus.
- Experience in accreditation a plus.
- Ability and willingness to work across multiple time zones.

### **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.

**This position is based in Washington, DC.**

**Frequent travel is required – approximately 20% of time.**

**Salary: \$65,000-\$70,000**