



Education Department Accreditation and Assessment Coordinator

Franklin College has a full-time opening for an Education Department Accreditation and Assessment Coordinator. The Accreditation and Assessment Coordinator position requires data collection and analysis expertise as well as technical writing skills. This position will manage all departmental accreditation, data, and assessment reporting mandated by internal and external entities. This is a full-time, 12-month, exempt position.

Among other duties, the Accreditation and Assessment Coordinator will manage all Special Program Assessment (SPA) and Council for the Accreditation of Educator Preparation (CAEP) processes for the department, write all state, federal, and accreditation reports, represent the department at fall and spring CAEP conferences as needed, manage accreditation and data-related communications with CAEP and the IDOE in collaboration with the Department Chair, collaborate with and support departmental faculty on individual accreditation and assessment responsibilities, manage and report all Title II, HB 1388, and other requested state and federal data and prepare for all accreditation site visits.

Qualifications include a MA/MS, and three years of accreditation or data management/analysis. K-12 teaching license and experience is preferred.

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates may send (electronic preferred) their cover letter and resume, and 3 professional references to:

Office of Human Resources
Franklin College
101 Branigin Boulevard
Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.