

INDIANA WESLEYAN UNIVERSITY DIRECTOR OF ACCREDITATION AND ASSESSMENT

SUMMARY OF POSITION

The Director of Accreditation and Assessment is a key leadership role within the School of Integrated Learning and Development. This position manages all aspects of accreditation and assessment processes for the school and EPP, ensuring compliance with national standards, state regulations, and specialized professional association requirements. The Director develops and manages assessment protocols and quality assurance systems, supervises data collection and analysis, prepares reports, and guides faculty in accreditation-related tasks. They oversee data management systems, author mandated reports, and supervise the School Effectiveness Analyst and student workers. Collaboration with department chairs and participation in the Education Coordinating Council are crucial aspects of the role.

DUTIES AND RESPONSIBILITIES

Assessment and Accreditation

- * Provides expertise on accreditation standards, regulations, and reporting requirements
- * Develops and manages assessment protocols and quality assurance systems
- * Supervises data collection, storage, and dissemination
- * Prepares and submits required reports to various agencies and officials
- * Ensures compliance with accrediting bodies and state regulations
- * Co-authors program reviews and action plans with Department Chairs
- * Directs faculty and leadership on accreditation-related projects

Data and Reporting

- * Authors mandated reports for the EPP
- * Administrates data management systems

Leadership and Supervision

- * Supervises School Effectiveness Analyst and student workers
- * Participates in Education Coordinating Council
- * Other duties as assigned

QUALIFICATIONS

According to Indiana Wesleyan University's employment policy, all employees must possess a strong Christian commitment and adhere to the standards outlined in the *IWU Community Lifestyle Statement*.

Education

- * Master's degree required, Doctorate preferred
- * Master's in education-related program preferred

Experience

- * Experience with CAEP and SPA reporting preferred
- * Administrative experience in K-12 or higher education
- * Experience with field placements for professional programs
- * Proficiency in database and information technology systems
- * Experience with LMS systems preferred
- * Skills in assessment and program evaluation

Required Skills

- * Excellent organizational and prioritization skills

- * Strong written, oral, and interpersonal communication skills
- * High attention to detail and accuracy
- * Flexibility in a challenging environment