



Volunteer Position Description

Annual Report Reviewer

About CAEP

CAEP's mission is to advance excellence in educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to strengthen P-12 student learning.

Volunteer Impact

Professional accreditation is the bedrock upon which professions such as architecture, engineering, medicine, and law have built their reputations. It assures that those entering the field have been suitably prepared to practice through assimilation of a body of knowledge and pre-service practice in the profession. When an educator preparation provider (EPP) is CAEP accredited, the public can be assured that the EPP has met national standards set by the education field at large and has undergone rigorous external and impartial review by professionals, policymakers, and representatives of the public. By establishing the accreditation process as a volunteer-based, expert-review process, education professionals who serve as site visitors or reviewers have a direct impact in ensuring that EPPs prepare highly effective future P-12 educators.

Benefits

Benefits of being an annual report reviewer include:

- Training and professional development on model quality assurance and accreditation processes grounded in evidence-based standards
- Networking opportunities with experts and professionals in the field
- Contributing your expertise as the crux of an expert review based process of accreditation
- Certificate of service upon completion of term
- For higher education volunteers: an endorsement letter supporting the work of an annual report reviewer as the scholarship of application

Responsibilities and Duties

Complete EPP Annual Report reviews in advance of deadlines assigned by the CAEP associates and coordinator. The purpose of the annual report review is to provide meaningful feedback to EPPs to support continuous improvement. CAEP will synthesize data from EPP Annual Reports and highlight trends in the field of educator preparation. Specifically, annual report reviewers will:

- Provide the EPP "meaningful but nonprescriptive" written feedback on how much progress is being made and where progress seems to be inadequate to be on track for the next site visit year
- Provide the EPP "meaningful but nonprescriptive" written feedback on the EPP responses to areas for improvement and stipulations
- Check that candidate performance data are included and that all tables are filled out correctly
- Be fair and consistent with reviews
- Work collaboratively in the review process
- Keep all information and results confidential

Volunteer Qualifications

- Excellent analytical and evaluation skills
- Demonstrated expertise in the field of their specific discipline and related disciplines, professional education, teaching, research, and/or evaluation
- Skill in use of evaluation techniques, such as the interpretation of quantitative data, use of rubrics and questionnaires, and analysis of written information
- Skill in the use of computer technology, including accessing the Internet, using email, navigating websites, reviewing documents online, and word processing
- Good writing skills: the ability to clearly and concisely convey observations and judgments in writing
- The ability to make unbiased professional judgments about education programs based on the application of national standards
- Demonstrated capability to serve as a reviewer as evidenced by successfully completing online and/or in-person training
- Word processing skills and email access

Training and Professional Development

Annual report reviewers will be required to successfully complete an intensive training session on annual report reviews. Training will be done through electronic/digital means and will include practice reviews. Training topics will include the CAEP review process, elements of appropriate reviews, decision-making criteria, and other topics relevant to the conduct of high quality reviews.

Commitment Required

Each volunteer will be required to commit a minimum of 20 hours to review annual reports during a three month period in the summer. It is estimated that each report will take 30-60 minutes to review. Annual Report Reviewers will serve on two-member teams.

Volunteer Work Location

Home, work or computer accessible

Volunteer Supervisor and Contact Information

For questions on annual report reviewer application, contact Richard Rice, Accreditation Associate, at [Richard.Rice@caepnet.org].