

JOB DESCRIPTION

POSITION: Accreditation Associate

REPORTS TO: Accreditation Director

CATEGORY: Regular, Full-time Exempt

CAEP promotes excellence in educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to advance P-12 student learning. More than 900 educator preparation providers will initially participate in the CAEP accreditation system.

The Accreditation Associate supports all aspects of the accreditation process. Reporting to the Accreditation Director, the Accreditation Associate works collaboratively with other members of the Accreditation Team to ensure the quality and integrity of the entire accreditation process.

Essential responsibilities and duties include but are not limited to and may be adjusted to reflect the requirements further defined in relation to the planning for and development of all activities related to the Accreditation Council and CAEPCon:

Coordinate the Accreditation Council Meeting Agenda, Panels, Committees, Training and Logistics

- As part of a team, develop and implement a project management plan for the AC Council meetings, including the agenda, councilor training, CAEP staff assignments, panel review process and logistics, other program logistics, consent agenda, and all follow up communication internally and with EPPs, states and the public
- Coordinate planning with the AC Chair and Vice Chair
- Manage and monitor the AC database of councilors and their respective committee assignment and terms
- Attend all in-person and virtual meetings for CAEP Accreditation Council and committees as assigned for the entire length of the meeting
- Schedule meetings as necessary with the councilors and committee members, distribute materials in advance of and following meetings as appropriate, ensure meeting minutes are taken and filed
- Serve as CAEP Liaison to the Policy and Procedures Committee. Coordinate with other CAEP committee liaisons to ensure a high quality and high functioning process
- Manage the updates of the CAEP Accreditation Policy Manual and CAEP Accreditation Procedures Manual

Coordinate the biannual CAEPCon events

- As part of a team, develop the project management plan to manage all aspects of the development and implementation of the CAEPCon program

- Plan for, implement, analyze and apply evaluative feedback from CAEPCon participants
- Manage CAEP staff involvement in CAEPCon and the involvement of all external presenters and partners
- Coordinate with event planner on communications to the field and general logistics

Manage Educator Preparation Provider (EPP) Relations

- Communicate with EPPs about the accreditation standards and processes
- Participate in the development and refinement of procedural guidance for EPPs to maintain the quality of the process
- Develop sessions about accreditation standards and processes and present at national and regional conferences
- Help design and conduct web and in-person seminars for EPPs throughout the year
- Provide phone and email support to EPPs
- Help review and maintain up-to-date website information

Knowledge Center

- Continue to build, monitor and manage the CAEP internal center

General

- Collaborate with colleagues in the Accreditation Team, especially related to the preparation of panels and reports for the accreditation council meeting.
- Maintain collegial and supportive working relationships with all CAEP staff
- Suggest and participate in process improvement initiatives
- Other duties as assigned

Requirements

- Bachelor's degree in education or related field required. Master's preferred
- 3+ years of experience in P-12, higher education, or accreditation
- A strong track record of program implementation, project management and/or professional development
- Ability to prioritize, work under pressure, and meet deadlines
- Excellent skills in communication, writing, and editing required
- Proficient in technologies
- Ability to work independently as well as in a team-oriented environment
- Strong attention to detail
- Demonstrate excellent judgment and ability to solve problems
- Ability to travel and flexibility to work occasional weekends or evenings as projects demand

Interested candidates are encouraged to visit www.caepnet.org to learn more about CAEP and the position. To apply, please send resume, cover letter, and salary requirement to hrjobs@raffa.com. This job is located in Washington, DC, and remote work is not available for this position. Relocation assistance is not available.



CAEP's goal is to continue to grow a highly engaged and collaborative staff through hiring those with a diversity of experience, viewpoints, and backgrounds. Interested candidates should apply by sending a resume, cover letter, and salary requirement to hrjobs@raffa.com. This position is open until filled. CAEP is an equal opportunity employer. CAEP will not discriminate against any individual employee, group of employees, or prospective employee because of race, color, religion, national origin, citizenship status, gender, sexual orientation, age, ancestry, marital status, disabilities, veteran status or other class of individuals protected by law. CAEP is fully committed to providing equal opportunities in all employment related activities including, but not limited to recruiting, hiring, advancement, compensation, training, benefits, transfers, terms of employment, and physical access to facilities within the financial resources of CAEP. CAEP will make reasonable accommodations for any physical or mental disability that limits an employee's ability to perform the essential functions of his or her job to the extent CAEP is aware of those disabilities. Furthermore, CAEP will fully comply with all federal, state, and local laws and regulations to guarantee equal employment opportunities