

JOB DESCRIPTION

POSITION: Accreditation Director: Site visits and case management

REPORTS TO: Vice President of Accreditation

CATEGORY: Regular, Full-time Exempt

The Director will manage the overall operation of site visits and case managers that assist EPPs through the accreditation cycle. The Director will facilitate volunteer trainings and deliver accreditation presentations (including webinars) for EPPs, states, and national audiences. The Director will work collaboratively with other members of the Accreditation team to ensure the quality and integrity of the accreditation process.

Essential responsibilities and duties include but are not limited to:

Manage Site Visit Team Assignments

- Determine the number of visits and visitors required for each accreditation cycle
- Ensure that site visit teams are correctly sized
- Anticipate potential changes to an EPP's accreditation cycle
- delays in site visits and respond
- Ensure that site visitors are monitored and vetted regularly according to valid data

Manage Site Visits and Related Reports

- Manage accreditation associates who assign Site Visit team members
- Ensure the timeliness of Site Visit teams submitting reports
- Manage the timely submission of all Final Site Visit reports to the Accreditation Council for review
- Advise EPPs on accreditation standards and processes

Manage Case Managers

- Assign case managers to EPPs in consultation with AVP
- Manage and lead monthly meetings of case managers
- Prepare weekly status reports of EPPs enrolled in case management
- Evaluate the performance of case manager (regardless of direct report)

Facilitate Trainings

- Participate in the design and delivery of online and in-person training for visit team members and team leads
- Train staff and affiliated editors on accreditation reports
- Prepare and deliver accreditation presentations (including webinars) for EPPs, volunteers, states, and national audiences

General

- Contribute to CAEP's overall policy, program, and organizational development

- Work with Vice President to develop and administer budget associated with assigned projects
- Work closely with other accreditation staff and other departments to support the accreditation process and provide client and customer service
- Maintain collegial and supportive working relationships
- Attend and serve at selected offsite meetings
- Provide phone and email support to EPPs
-
- Other duties as assigned

Requirements

- 5 years of experience in teacher education at the university level – including successful CAEP accreditation leadership
- Master's in a related field required, doctorate preferred
- Proven record of managing staff, including use of regular performance reviews and plans for improvement.
- Proven record of successfully managing projects
- Strong commitment to developing team members
- Excellent writing, editing, and presentation skills
- Demonstrated ability to think strategically and solve problems
- Ability to prioritize, work under pressure, and meet deadlines
- Ability to work with people at all levels of the organization, in higher education and P-12 schools, and the general public
- Strong organizational skills, interpersonal skills, and oral and written communication skills
- Ability to work independently as well as in a team-oriented environment
- Ability to travel and flexibility to work occasional weekends or evenings as projects demand