

**Southern Connecticut State University College of Education
Announces Opening in a Leadership Role for the Period, 2020-2022**

CAEP Accreditation Coordinator

Pursuant to the university policy on leadership positions for which full-time faculty receive reassigned time from the administration, the Dean of the College of Education is soliciting applications from individuals who are interested in serving as **CAEP Accreditation Coordinator**.

General Description:

The **CAEP Accreditation Coordinator** reports to the Dean of the College of Education and coordinates and oversees efforts toward maintaining national accreditation for the unit. The Coordinator is expected to have in-depth knowledge of accreditation standards, processes, and procedures as well as the ability to collaborate with others and coordinate complex tasks in the process of transitioning to CAEP accreditation.

Specific responsibilities include but are not limited to:

- Working with the dean, perform specialized administrative work related to the CAEP Accreditation Process
- Co-Chair the Educator Preparation Provider Council (EPPC) with the Dean to maintain progress of working groups related to the five CAEP standards
- Communicate with program coordinators and department chairs concerning accreditation process and continuous improvement efforts
- Coordinate faculty development workshops related to accreditation as needed
- Document College of Education efforts related to accreditation standards
- Serve as liaison to the Office of Assessment and Planning regarding data collection in support of accreditation efforts

- Provide information and updates regarding accreditation standards to the faculty, staff, and other stakeholders, as appropriate
- Provide support for faculty completing SPA reports
- Complete annual reports
- Serve as secondary contact person for accrediting organization
- Monitor and ensure compliance with accreditation timetable/schedule
- Coordinate completion and submission of institutional report
- Compile student assessment data from external tests for department review
- Coordinate preparation for onsite external review visit
- Educate new faculty and staff in accreditation processes and CAEP standards with an orientation each academic year.
- Inform, support, and collaborate with Dean through bi-weekly meetings
- Attend at least one CAEP Conference each year, budget permitting
- Represent the dean on accreditation related events when appropriate and complete other relevant tasks as assigned

Qualifications:

- Tenured faculty member within the Education Unit (included faculty in Arts & Science and Health & Human Services)
- Strong written and oral communication skills
- Strong interpersonal skills
- Strong organizational and time management skills
- Ability to build and sustain trust relationships with faculty
- Ability to keep sensitive information confidential.
- Extensive experience with and understanding of the accreditation process and ability to communicate it to all stakeholder groups
- Fluency in Spreadsheets and ability to conduct data analysis

Application and Selection Process: Persons interested in seeking the position should submit a letter of interest. This letter should address the applicant's qualifications for the position and how he/she would address the specific duties noted in this position description. This letter should be no more than two (2) pages in length and should be accompanied by an academic C.V. no more than three (3) pages in length. The deadline for receipt of letters of interest and C.V. is close of business on **May 8, 2020**. Application materials should be packaged in one PDF and emailed to Ms. Jessica Carl (carlj2@southernct.edu), Administrative Assistant, College of Education. *Applicants must submit materials electronically.*

The Dean of Education will review the materials of all applicants and will interview selected finalists from among the applicants for the position with interviews being completed by no later than **May 30, 2020**. Should the selected applicant come from outside the College of Education, the Dean of Education will enter into consultation with the appropriate Dean and Department Chair. Upon successful completion of those discussions, the Dean of Education will notify the successful applicant.

Reassigned Time, Effective Date, and Term of Appointment: The **CAEP Accreditation Coordinator** will receive six (6) credits of reassigned time during each of the fall and spring semesters. This appointment will be effective on the first day of the fall term, 2020 and will be for a term of two (2) years from the date of appointment per University policy. Additional salary reimbursement is possible during the summer. During spring term 2022, the position will be re-advertised for the Fall 2022 term. The incumbent will be eligible for reappointment.