

Job title	<i>Manager of Institutional Accreditation</i>
Reports to	<i>Associate Director of Institutional Accreditation</i>
Department	<i>Accreditation</i>

Summary

The Manager of Institutional Accreditation is an exempt position and is responsible for managing the initial and renewal accreditation processes, department-specific volunteer-related processes, and the staff responsible for the tasks associated with these processes.

The Manager of Institutional Accreditation is expected to track the progress of institutions through the accreditation process and perform technical support to those institutions. This position requires participation in the day-to-day management of the department functions and staff as well as conducting on-site evaluations; collaborating with the Associate Director on the development and organization of the quarterly accreditation department meetings; and participation in the quarterly Commission meetings as an assigned note taker for school action letters. The Manager of Institutional Accreditation must maintain a high level of knowledge of the *Standards of Accreditation* and accreditation processes, as well as other processes impacted by the accreditation process (e.g., Commission-level review of materials). The Manager of Institutional Accreditation will also assist with other special projects as deemed necessary by the Associate Director of Institutional Accreditation. This position reports to the Associate Director of Institutional Accreditation.

Duties and Responsibilities

- Make assignments and monitor performance of staff relative to initial accreditation and renewal of accreditation assignments, including quarterly in-school day counts and ongoing quality of deliverables;
- Track progress of institutions through the initial and renewal of accreditation processes and prepare summary reports for the Associate Director of Institutional Accreditation, Associate Executive Director and the Executive Director, upon request;
- Track all required on-site evaluations (initial and renewal of accreditation as well as substantive change reviews and Commission directed reviews);
- Coordinate and manage the Accreditation Department's New Staff Member On-Boarding;
- Assist in the management of on-going staff professional development for direct reports;
- Assist in the review of departmental and organizational policies and procedures;
- Review and edit On-Site Evaluation Reports and Application Acknowledgement/Acceptance letters and assess staff performance in the preparation of these reports/letters for consistency with and appropriateness to Departmental guidelines and the *Standards of Accreditation*;
- Oversee travel activities and serve as the liaison with ACCSC's designated travel agent;
- Conduct minimally two 2-day on-site evaluations per quarter serving as the ACCSC Commission Representative adhering to all established protocols and processes;
- Coordinate and plan designated aspects of the quarterly Accreditation Department meeting;
- Participate at the quarterly Commission meetings as a panel notetaker and school action letter writer;
- Correspond with member schools and team members regarding accreditation issues to include processing extension requests and fees;
- Present at Accreditation Workshops;

- Monitor volunteer on-site evaluator performance and provide actionable feedback, as necessary;
- Participate in assigned task force activities and work as liaison to member schools in developing and strengthening the integrity and reliability of the Commission visit process and reports; and
- Participate in professional development activities, annually, at a minimum.

Qualifications:

- Bachelor's degree in a field which demonstrates foundational support for the type of work set forth in this position description (it will be the task of the applicant to show a nexus between his/her educational credential(s) and the requirements of this position);
- Previous success with personnel management and supervisory experience (such experience may take several forms and it will be the task of the applicant to show a nexus between his/her management and supervisory experience and the requirements of this position);
- Significant experience with accreditation or other similar quality assurance or credentialing processes, especially with regard to substantive evaluations for compliance with stated requirements/standards;
- Experience in organizational systems design, and process optimization;
- Proficiency in the Office365 suite (experience with Power-automate features is a plus) and Adobe Acrobat;
- Effective public speaking skills
- Seasoned business traveler; and
- Ability to work from ACCSC's office in Arlington, Virginia minimally 3 days per week;

Preferred qualifications:

- Experience coordinating and conducting evaluation reviews;
- Spanish, French, and/or German language proficiency;
- Ability to travel at least once per month for up to 5 days;
- Demonstrated success in managing a remote team; and
- Ability to work well as part of a team.

Position Type and Salary

This is a hybrid exempt position.

Interested candidates are requested to submit a letter of interest and resume to hr@accsc.org. This is an Arlington, VA based position.