



New York State Association of Independent Schools

Job Description and Posting

Last updated: September 15, 2019

Position

Associate Director for Evaluation and Accreditation

Position Description

While establishing positive, professional relationships between NYS AIS and its member schools, provides oversight and implementation of all aspects of the evaluation and accreditation process.

Major Duties and Responsibilities

- Advise and guide member schools through the accreditation process
- Visit all schools undergoing the decennial and five-year review process
- Recruit and assign visiting committee chairs
- Assign, manage, mentor, and support visiting committees
- Maintain accreditation guidelines and materials for both the five-year process and the decennial process
- Track and critique self-study and five-year reports and provide feedback to committee chairs
- Review, critique and assist with finalizing all visiting committee reports
- Conduct workshops for committee chairs and assistant chairs
- Conduct mentor sessions for committee members serving for the first time
- Track follow-up visits and reports and keep the Executive Director and Director apprised about which schools are involved and the circumstances
- Develop the agenda and readers' schedule for meetings of the NYS AIS Commission on Accreditation
- Stay current with emerging educational issues and others that may impact of independent schools
- Investigate and implement new technologies around the review process
- Write and maintain the minutes for the NYS AIS Commission on Accreditation
- Support NYS AIS' professional development efforts by evaluating member school needs articulated in visiting committee reports
- Conduct research, compile data, and prepare papers for consideration by the Executive Director or Director
- Ensure that all NYS AIS accreditation reports, correspondence, and support materials have been appropriately archived and secured
- Maintain calendars and timelines for the accreditation of all NYS AIS members
- Maintain current files on those willing to serve, their areas of expertise, their years and place of service, and the chairs' performance assessment
- Attend NYS AIS conferences to assist with hospitality, "share the load" with fellow staff member, and grow in knowledge of current research, issues and topics
- Continually identify (at every possible NYS AIS event) and cultivate visiting committee chairs and members
- Identify needs of member schools, communicate them to fellow NYS AIS staff members and take steps to enable the association to follow up or act on these needs
- Coordinate accreditation efforts with AWSNA, MSACS, AMS, CIS and the other state and regional associations
- Shadow visiting committees annually to evaluate if the process is functioning as intended
- Network with the other accreditation directors throughout the USA and globally and work to establish good working relationships with them
- Provide accreditation support through the use of the NYS AIS databases
- Be collegial with the other NYS AIS staff members to strengthen the organization and support their efforts where appropriate
- Assist with other duties which periodically might be assigned by the Executive Director or Director

Necessary Education, Skills, and Qualities

- B.A. or B.S. degree; Advanced degree preferable
- Experience in and/or understanding of independent schools preferred
- Demonstrated commitment to the principles of, and professional growth around, equity and justice
- Strong written and oral communication and grammatical skills
- Strong and creative problem-solving skills
- Self-starter and independent worker
- Strong interest and skills in computer technology, database, website management, word processing, spreadsheets, video conferencing, and other computer programs as needed
- Extensive knowledge of principles and practices of organization, planning, records management and general administration
- Strong interpersonal skills and agility in moving between tasks
- Ease and etiquette in personal, video conference conversations, and telephone

Reports To

NYS AIS Director for Evaluation and Professional Learning

Starting Date

July 1, 2020 with the potential for a transitional period

Location

NYS AIS is a statewide organization with the staff primarily working virtually. Although the successful candidate can be flexible in location, the position may require frequent travel to NYC as well as throughout the state.

Salary

Competitive

To Apply

Please send 1) a letter of intent and, 2) a resume/CV to hr@nysais.org

The New York State Association of Independent Schools is committed to equity and inclusion and does not discriminate on the basis of color, religion, disability, gender identity, national origin, and sexual orientation.