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The mission of the Southwestern Association of Episcopal Schools is to lead, nurture, and unify Episcopal schools in order to advance academic excellence within the faith community of the Episcopal Church.

Position Title: Director of Accreditation
Classification: Half-Time / Works Remotely
Reports To: Executive Director
Start Date: July 1, 2022

SAES seeks a current or retired school head, administrator, or association administrator, or other similarly experienced individual who has excellent interpersonal, professional, technical, organizational, and data management skills and experience. One who is collaborative, empathetic, hard-working, and a team player. Attention to detail, critical thinking, and creative problem-solving skills are a must. Knowledge of Episcopal schools is preferred, and experience in independent schools is required.

The Director of Accreditation for SAES reports to the Executive Director of SAES and is liaison to the SAES Standards Committee of the Board, with the primary responsibility of overseeing the accreditation process for the 100 SAES schools in the SW region. This is a half-time position and works remotely. The position includes travel to member school campus accreditation visits.

Experience in event planning and customer service is an advantage, and technical skills in Microsoft Office Suite, Google docs, PowerPoint, and database management are critically important. Bachelor's degree required along with 5 years related experience.

Although the administrative office is in Canyon, Texas, the director would work remotely. Most committee meetings are Zoom, but travel to member campuses for accreditation visits (approximately 5-8 per year), and occasional conference and meetings of members and board/committee are within the six-state region.

SAES requires all employees to be fully COVID vaccinated.

SAES provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, domestic partnership status, age, medical condition, genetic characteristics or information, and physical or mental disability. In addition to federal law requirements, SAES complies with applicable Texas laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.

Domains of Oversight:

1. Accreditation documentation and guides
2. Accreditation records
3. Communication with schools regarding accreditation status and reporting
4. On Site Visit Portal
5. Standards Committee Portal
6. Standards Committee support
7. Trainings for the accreditation process

Accountabilities

1. Scheduling and staffing of on-site visits
2. Scheduling, communicating, and hosting Team Zoom Meetings
3. Creating and disseminating surveys for team members, team leaders, and heads of school after the on-site visits
4. Preparing the agenda, materials, the standards portal, and logistics for Standards Meetings
5. Finalizing the on-site visit reports for transmittal and consideration by the Standards Committee and the Board of Directors
6. Providing content to Operations for the website announcement page
7. Communicating accreditation status to schools, as requested
8. Creating blog content
9. Editing and updating guides for the accreditation process
10. Sharing with Operations any needed changes or edits to the Annual Report that originate from the Standards Committee
11. Maintaining and updating the TEPSAC database
12. Participating in association podcasts relating to accreditation issues
13. Loading reports and letters into individual files in Quickbase
14. Monitoring and communicating with Heads for reporting responsibilities
15. Maintaining On Site Visit portal for team use
16. Updating accreditation page in Quickbase
17. Initiating follow-up for schools reporting substantive change
18. Writing ICAISA reports with input and direction of the Standards Committee

To Apply:

Please submit a resume and cover letter via email to pblevins@swaes.org.