



Job Description

Job Title: Regional Accreditation Evaluator
Reports To: Various
Division: Global
FLSA Status: Exempt
Date: April 18, 2022

NATURE AND SCOPE:

The Regional Accreditation Evaluator will provide high quality personalized and customized service to institutions in the Cognia network, particularly in relation to accreditation evaluation. Evaluators are a cadre of professionals who serve as an extension of the local Cognia office to deliver a variety of services related to accreditation. Evaluators may be requested to provide service anywhere Cognia needs their expertise; however, priority for assignments will be given to service in the state or territory where the evaluator resides.

Evaluators are expected to maintain a high-level of knowledge about the current operations of Cognia by participating in on-going professional development related to Cognia's work.

PRINCIPAL ACTIVITIES:

- Conduct Cognia Accreditation reviews.
- Conduct candidacy, monitoring, or other types of reviews.
- Provide technical assistance concerning accreditation to institutions.
- Represent Cognia in the professional community.
- Assist the region and the state offices in conducting their service plans.
- Deliver accreditation training as assigned by the regional director.
- Perform duties and fulfill responsibilities that may, from time to time, include related or unrelated tasks.

JOB REQUIREMENTS:

Education & Experience:

- BS in Education required; M.Ed. or Ph.D. in educational leadership area preferred
- A minimum of five years PK-12 teaching experience required
- Three or more years in a leadership capacity in a PK-12 school or district preferred
- Experience as an educational leader at the building or central office level desired
- Certified eleot™ observer required
- Experience with Cognia tools and processes required

Competencies:

- Exceptional oral and written communication skills

- Demonstrated leadership and interpersonal skills
- Substantial experience in the field of education as a school or district leader
- Knowledge of Cognia processes and protocols

Anticipated Travel (may include local, national, and/or international travel):

- Extensive travel (>40%)
- Travel to Annual All Staff Company Meeting required

Physical and Mental Requirements:

- Ability to remain in a stationary position for an extended period of time, continuous repetitive motion, frequent typing and some light lifting under 15 pounds
- Manipulate a PC mouse and/or keyboard, see and read PC screens, read fine and/or normal size type print
- Exposure to moderate noise (examples: business office with computers and printers, light traffic) is typical for the office work environment of this job
- Ability to understand complex problems and to collaborate and explore issues and to negotiate and integrate different viewpoints
- Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and to make presentations outside the immediate work area
- Ability to organize and prioritize assigned work
- Use Microsoft Office suite of products proficiently including Word, Excel, Outlook, and Power Point to accomplish daily tasks

