

# PAIS Announces a Search for Director of Accreditation

## April 2021



### Position Description

In performing one of the most important functions of PAIS, the accreditation of independent schools across the Commonwealth of Pennsylvania and the State of Delaware, the Director of Accreditation (DOA) must be both a leader of people and manager of details. While answering directly to the Executive Director, the DOA also collaborates closely with associates in determining organizational strategy and objectives.

### Major Duties and Responsibilities

#### Accreditation Process

- Maintain accreditation guidelines and materials for both the Interim process and the Decennial process
- Maintain calendars and timelines for the accreditation of all PAIS members
- Report annual Accreditation activity to the Pennsylvania Department of Education
- Ensure that all PAIS Accreditation reports, correspondence, and support materials have been appropriately archived and secured
- Maintain current files on those willing to serve, their areas of expertise, their years and place of service, and the chairs' performance assessment
- Continually identify (at every possible PAIS event) and cultivate Visiting Committee Chairs and members
- Investigate and implement new technologies around the review process

#### Member Schools

- Advise and guide member schools through the Accreditation process
- Visit all schools undergoing the Decennial and five-year Interim review process
- Track and critique Self-Study and Five-year reports and provide feedback to Steering Committee Chairs
- Conduct workshops for Head of School and Steering Committee Chairs
- Conduct mentor sessions for Steering Committee members serving for the first time



PAIS

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### Major Duties and Responsibilities (continued)

#### Visiting Committees

- Recruit and assign visiting committee chairs
- Assign, manage, mentor, and support Visiting Committees
- Review, critique and assist with finalizing all Visiting Committee Reports
- Conduct workshops for Visiting Committee Chairs and Assistant Chairs
- Track follow-up visits and reports and keep the Executive Director apprised about which schools are involved and the circumstances

#### Commission for Accreditation

- Develop the agenda, readers' schedule, and materials for meetings of the PAIS Commission for Accreditation (CFA)
- Partner with the Chair of the Commission for Accreditation and Executive Director in meeting preparation
- Write and maintain the minutes for the PAIS CFA meetings
- Stay current with emerging educational issues and others that may impact independent schools
- Support PAIS' 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
- Attend PAIS' in-person conferences to assist with hospitality, "share the load" with fellow staff member, and grow in knowledge of current research, issues and topics
- Identify needs of member schools, communicate them to fellow PAIS staff members and take steps to enable the association to follow up or act on these needs
- Be collegial with the other PAIS 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

#### Other

- Network with the other ICAISA accreditation directors to establish good working relationships with them

### Necessary Education, Skills, and Qualities

- B.A. or B.S. degree; Advanced degree preferable
- Experience in and/or understanding of independent schools is necessary
- 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

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### Necessary Education, Skills, and Qualities (continued)

- Strong interest and skills in computer technology, database, website management, Google Workspace, Microsoft Excel and Word, 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

PAIS Executive Director

### Starting Date

Negotiable – No later than August 1, 2021 with the potential for a transitional period

### Location

PAIS 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 Pittsburgh, Philadelphia and Wilmington as well as throughout the state of Pennsylvania.

### Salary

Competitive – Benefits Offered

### To Apply

Please send 1) a letter of intent and, 2) a resume/CV to [gniels@paispa.org](mailto:gniels@paispa.org). Applicants deemed to be qualified will receive a response. The search will be open until the appropriate candidate has been identified.

*The Pennsylvania 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.*



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