

# JOB DESCRIPTION

<b>Position:</b>	Standards & Accreditation Specialist
<b>Department:</b>	Standards and Accreditation
<b>Supervisor:</b>	Director/Assistant Director
<b>Employment Status:</b>	Full-Time/Exempt/At-Will

**Position Description:**

Serves as the Association’s principal contact with correctional agencies in the states and agencies assigned. Furnishes audit materials, provides standards interpretations, schedules audits, and develops and maintains records relating to standards and accreditation business. Develops and conducts training on all facets of accreditation and expected practices. Typically, the duties involve the management of new accreditation contracts and the completion of contracts. Serves as the principal manager of the accreditation process from the initial agency inquiry through contract completion. Works with auditors to ensure they are provided with all the documentation needed to conduct the audit. Other duties as assigned.

- Essential Job Functions:**
- furnishes audit materials, provides expected practice interpretations, schedules audits and develops and maintains records relating to standards and accreditation.
  - provides technical assistance and consultation with local, county, state and private sector correctional practitioners in matters concerning accreditation.
  - selects auditors for accreditation, re-accreditation and special audits.
  - plans, coordinates and participates as a moderator/trainer for various program activities at ACA conferences and department meetings.
  - serves as a principal staff person at accreditation hearings for candidate agencies from assigned states.

**Position Requirements:**

**Education:** Requires a Bachelor’s degree in appropriate discipline; some degree requirements may be satisfied by completion of a career development program that includes work-related experience, training or college credits at a level of achievement equivalent to a Bachelor’s degree.

**Skills:** Broad management skills in dealing with agency officials; a sound knowledge of marketing professional services; and the ability to translate general instructions and policies into specific actions. Must possess excellent public speaking skills to communicate to a variety of audiences; and the ability to provide general guidance to administrative staff with sufficient detail in order for them to accomplish the task in an expedient and efficient manner.

**Relevant Experience:** A minimum of two years work experience in a field relating to corrections and/or accreditation is desirable; related administrative experience and demonstrated management and leadership ability

### **Position Relationships:**

**Inside the Association:** Interacts with Standards and Accreditation department staff along with other department staff on a regular basis.

**Outside the Association:** Interacts with correctional administrators and other agency/facility staff to promote and solicit participation in a nationally established program for the accreditation of correctional programs, agencies, and facilities. Coordinates with ACA auditors and Commission on Accreditation for Corrections.

### **Position Responsibilities:**

#### Planning:

- develops training curricula for presentations relating ACA, to the history of correctional expected practices, how expected practices are interpreted and applied.
- plans, coordinates and participates as a moderator/trainer for various program activities at ACA conferences.
- coordinates various meetings, workshops and luncheons for ACA conferences.

#### Span of Control:

- provides direction to administrative staff relating to accreditation.

#### Decision Making:

- selects auditors for accreditation, re-accreditation and special audits.
- schedules on site review of policies and procedures with recommendations and accomplishments.
- provides specific recommendations for programmatic improvements.

#### Organizing:

- develops and maintains programs for the accreditation audits.
- prepares records of accreditation hearings.
- reviews and analyzes self-evaluation progress reports and annual certification reports.
- develops and maintains weekly projected audit lists
- provides proposed agendas for winter and summer meetings.

Routine Administration/Communication

- solicits and collates proposed expected practice revisions.
- presents testimony concerning accreditation before various legislative and judicial bodies.
- responds to questions from agencies in assigned states regarding accreditation including expected practices interpretations and audit concerns.
- serves as a principal staff person at accreditation hearings for candidate agencies from assigned states.
- serves as a participant in accreditation training sessions for agencies involved in the process.
- writes standards and accreditation articles for ACA publications.
- reviews final letters and visiting committee reports.

**Other Characteristics:**

**Budget:** None

**Supervisory Responsibilities:** None

**Other:** Performs other related duties as required by the Director and Assistant Director. Estimated number of travel days per year is 40.

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**Employee** **Date**

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**Immediate Supervisor** **Date**

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**Department Director** **Date**