



## **Position Description CYCEAB Accreditation Site Reviewer**

### **Summary of Responsibilities**

The Accreditation Site Reviewer is responsible for providing oversight and review of accreditation applicant programs on behalf of the CYCEAB of Canada. The Accreditation Site Reviewer will fulfil a portion of the accreditation process through visiting the assigned institution and will provide a written report to the CYCEAB and its Recommendation Committee following completion of the site visit.

### **Specific Responsibilities**

The Accreditation Site Reviewer's primary responsibilities include:

- Visiting the CYC program seeking accreditation.
- Interviewing program faculty, students and community stakeholders invested in the CYC program.
- Reviewing evidence submitted by the CYC program explaining each accreditation process input.
- Reviewing accreditation output data gathered by the institution.
- Reviewing the CYC program's Quality Enhancement Plan to ensure congruence between program mission statement, goals, program inputs, and program outputs.
- Producing a written summative report to the CYCEAB for consideration in the final accreditation decision.

### **General Responsibilities**

The Accreditation Site Reviewer's general responsibilities include:

- Maintaining confidentiality of any and all information associated with the accreditation site visit.
- Compiling a detailed report as directed by the CYCEAB as to the readiness of the CYC program to become accredited.
- To be available to the CYCEAB to clarify any issues that may arise in the process or provide information as required.

### **Qualifications and Requirements**

Interested applicants are required to submit a CV and cover letter to the CYCEAB for consideration. The following items must be clearly articulated within your submission:

- A statement outlining the applicant's reason for applying to become a CYCEAB Accreditation Site Reviewer.
- Demonstrated familiarity with issues relevant to post-secondary education quality assurance or program review.
- CV must articulate an educational background with a clear relationship to a recognized tradition of child and youth care.

- Reviewers must possess, at minimum, the educational level required of teaching faculty in the program(s) under review.
- Experience with other accreditation processes and supervisory or management experience in a recognized CYC service setting are considered assets.
- Ability to travel for site visits.
- The Accreditation Site Reviewer must be a member of good standing in their professional Child and Youth Care association.
- Successful applicants will be required to sign a conflict of interest disclosure, a code of conduct, and a confidentiality agreement.
- Successful applicants will be required to successfully complete assigned orientation activities related to the accreditation process of the CYCEAB and site visit specifics.
- The Site Reviewer will be provided a stipend for their time and expertise in this role and all travel expenses associated with a site review will be covered by the applicant program or institution.