



## **Position Description**

### **CYCEAB Accreditation Site Reviewer**

#### **Summary of Responsibilities**

Accreditation site reviewers are responsible for providing oversight and review of accreditation applicant programs on behalf of the Child and Youth Care Educational Accreditation Board of Canada (CYCEAB). There are two reviewers for each site review and reviewers must communicate well with each other and the program to fulfil a portion of the accreditation process through visiting the assigned institution virtually and providing a written report to the CYCEAB and a verbal report to the Recommendation Panel following completion of the site visit.

#### **General Responsibilities**

The Accreditation Site Reviewer's general responsibilities include:

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

#### **Specific Responsibilities**

The Accreditation Site Reviewer's primary responsibilities include:

- Becoming familiar with all accreditation documents found on the CYCEAB website including the Self-Study Guide and the Site Review Guide and ensuring they are aware of all that is required for the site visit and review.
- Reviewing the applicant program's submitted Self-Study Report prior to the virtual site review to fully understand the operations and details of the program in relation to the posed question: Does the CYC post-secondary program educate practitioners well who serve children, youth, and families? Key to this is ensuring a thorough review of all supporting documents required in sections 1.1 to 1.8 of *What You Need* of the Self-Study Guide. It is important that all questions listed in Engaging the Evidence have a detailed, complete narrative which provides clarity into the operations of the program and that reviewers identify any gaps in information to the accreditation applicant.
- Engaging with the CYC program seeking accreditation and ensuring all components of the site review are completed. Refer to Section 2E of the Site Review Guide for site review requirements.
- Completing a virtual site visit of 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 towards the final accreditation decision.
- Providing a verbal report to the Recommendation Panel, summarizing their findings from the site review as they align with the program's Self-Study Report.
- Participating in conversations with the Recommendation Panel and CYCEAB as needed.

### **Qualifications and Requirements**

Interested applicants are required to submit a CV and cover letter for consideration via [cyceab@lethbridgecollege.ca](mailto:cyceab@lethbridgecollege.ca). The following items must be clearly articulated within the applicant's 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.
- An educational background with a clear relationship to a recognized tradition of child and youth care.
- Education level required of teaching faculty in the program(s) under review, minimally a bachelor's degree. (See note at end of page 2.)
- Experience with other accreditation processes and supervisory or management experience in a recognized CYC service setting are considered assets.
- Ability to participate in virtual site visits.
- A member of good standing in their professional Child and Youth Care association.

Successful applicants will be required to sign a confidentiality agreement. They will be required to successfully complete assigned orientation activities related to the accreditation process of the CYCEAB and site-visit specifics.

### **Compensation**

Reviewers will be provided a stipend upon completion of their written report and subsequent verbal report to the Recommendation Panel.

### **Note:**

As there are a range of credentials (e.g., Diploma, Bachelor's Degree, Master's degree, Doctorate) that post-secondary programs provide, reviewers must have the minimal level of education that would be required of faculty teaching in the program applying for accreditation. This would include typically the following:

- Diploma Program - Bachelor's degree, Master's degree preferred
- Bachelor's Degree Program - Master's degree
- Master's Degree Program - PhD
- Doctoral Degree Program – PhD