



Commission on English Language Program Accreditation (CEA) Executive Director

The Commission on English Language Program Accreditation (CEA) seeks applications for the position of Executive Director. CEA is the only specialized accreditation agency in the U.S. for post-secondary English language programs. CEA is strongly supported by the field and is recognized by the U.S. Secretary of Education as a specialized accreditation agency. CEA has grown rapidly over the last 5 years and is now a large, stable accrediting agency that accredits approximately 350 programs and institutions. The Executive Director will be responsible for maintaining CEA as a high-performing accreditation agency that is successfully accountable to accredited sites, the field, the U.S. Department of Education, and the public. Additional information about CEA is available at www.cea-accredit.org.

Position overview

The Executive Director is the chief executive officer of CEA. S/he

- is employed by and reports to the elected CEA Commission, through the Commission chair.
- with the Commission is responsible for the organization's achievement of its mission and maintenance of its stature as a specialized accreditor.
- has overall responsibility for the quality of the accreditation system and competent management of CEA's operations.
- is CEA's interface with the U.S. Department of Education and other external entities.
- ensures that the organization has a long-range strategy to meet the needs of its accredited sites, the field, and other parties.
- actively promotes CEA's accreditation and standards both domestically and internationally.

As Secretary of the Commission, the Executive Director serves as an *ex-officio* member of the Executive Committee of the Commission and supports the members of the Commission in ensuring the success of CEA.

General characteristics of the successful candidate

CEA requires an energetic and principled leader as Executive Director. The successful candidate must have

- A deep understanding of CEA's mission and role in the field, and an obvious commitment to CEA's success.
- The ability to articulate the value of CEA accreditation to accredited sites, the field, opinion leaders and decision-makers, and the public.
- The capacity for a high level of principled engagement with accredited and applicant programs and institutions as well as the field-at-large.

2019 Position Posting FINAL

CEA Executive Director

- Keen awareness of the role of the Commission, the functions of a non-profit board with fiduciary responsibilities, and the ability to serve and maintain the staff/Commission partnership.
- A commitment to peer review as the basis of CEA accreditation, with the ability to cultivate and ensure the quality of CEA's 200+ volunteer peer reviewers.
- The ability to lead and serve with a well-credentialed staff of 7 and 13 remote contractors in efficiently carrying out CEA's accreditation processes while maintaining verifiable operational soundness.
- The ability to lead and manage in a high-stakes, high-accountability environment, giving detailed attention to policies, procedures, and regulations.
- An attuned understanding of and adherence to principles of confidentiality, impartiality, and avoidance of conflict-of-interest.
- Competence in intercultural communication and understanding.
- Excellent speaking, writing, and analytic skills.

CEA's expectations of the Executive Director

The following three items provide the foundation of expectations of the CEA Executive Director.

- Executive Director job description (attached): The job description outlines specific areas of responsibility and work.
- 2016 – 2020 Strategic Plan: CEA is in the 4th year of a 5-year strategic plan. The Executive Director is responsible to ensure implementation of the plan. The plan will be reviewed and revised or refreshed prior to expiration at the end of 2020. (Available for download at www.cea-accredit.org/resources)
- Goals for the near future: The Commission has established specific areas that will require the Executive Director's attention in the next 12 – 18 months.
 - maintaining current sound accreditation operations
 - ensuring continued recognition by the U.S. Department of Education
 - developing policy-based responses to current trends in the field
 - conducting decennial review of the full *CEA Standards* document in 2020

Required qualifications

Applicants must provide evidence of the following qualifications.

- An advanced degree in a relevant field, with documented formal knowledge of ESL/EFL teaching and/or administration
- A minimum of 10 years' experience in an English language program, unit, or organization, with positions with administrative responsibilities and with 5 or more direct reports
- A minimum of 5 years' experience with developing and managing budgets and with primary responsibility for an organization's financial soundness

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CEA Executive Director

- Extensive understanding of the IEP/ELP field, types of programs and institutions, and current issues facing the field
- Documented success in managing large-scale, deadline-driven projects
- Knowledge of the CEA accreditation process and the *CEA Standards*
- General working knowledge of CEA's governance and committee structure

Preferred qualifications

Applicants with evidence of the following qualifications are preferred.


- Engagement in professional development and leadership in the fields of ESL/EFL programming and/or international education
- Knowledge of SEVP regulations
- Knowledge of accreditation agency operations
- Knowledge of the U.S. accreditation arena and the role of the U.S. Department of Education recognition system for accreditation agencies
- Experience with strategic and long-term planning
- Experience as a CEA commissioner, peer reviewer, or self-study coordinator
- Experience as a board member for a non-profit association with fiduciary responsibilities

Terms, conditions, and benefits of employment

- The Executive Director will work at the CEA office in Alexandria, Virginia. The position requires 20% travel.
- CEA provides a liberal benefits package that includes vacation, sick, personal, and parental leave; paid holidays; health insurance with 80% employer premium contribution; SEP-IRA contributions after 6 months; and selected professional association dues and support for professional development. Salary is commensurate with qualifications and experience.

Application procedures

- Addressed to the CEA Executive Director Search Committee, submit a CV/resume, a letter of application describing how the applicant meets the qualifications for the position, three references, and general salary requirements to CEAsearch@greatcircleglobal.com.
- The Search Committee will accept applications through September 15, 2019.
- The Search Committee will acknowledge receipt of applications and provide next steps as appropriate.
- Interviews will be conducted through November 15, 2019.
- The anticipated start date for the Executive Director is January 1, 2020.

 Commission on English Language Program Accreditation	
Position Description: Executive Director	
Overview	
<p>The Executive Director is the chief executive officer of CEA. The Director reports to the CEA Commission and is responsible with the Commission for the organization’s achievement of its mission. The Director has overall responsibility for the accreditation program and the management of the CEA office. The Director is the interface with the U.S. Department of Education and other external entities. The Director ensures that the organization has a long-range strategy to meet the needs of its various clients and to promote accreditation and standards both domestically and internationally. As Secretary of the Commission, the Director serves as the ex officio member of the Executive Committee and supports the members of the Commission in ensuring the success of CEA.</p>	
Position Responsibilities	
Policies and Procedures	
<ul style="list-style-type: none">• Provides leadership in developing all aspects of the accreditation policies and organizational procedures• Ensures that all policies and procedures meet the requirements for U.S. Department of Education recognition• Oversees the establishment of mechanisms to ensure that staff and volunteers adhere to policies and procedures related to the accreditation process• Establishes personnel policies for all CEA employees	
Public and Government Relations	
<ul style="list-style-type: none">• Serves as a representative for the Commission to the U.S. Department of Education, the Department of Homeland Security/SEVP, and the U.S. Department of State• Ensures CEA’s recognition by the U.S. Department of Education• Functions as liaison with other accrediting agencies on behalf of CEA• Maintains and establishes relationships with domestic and international English language teaching associations	
Finance and Legal	
<ul style="list-style-type: none">• Oversees all financial aspects of the Commission including the appropriate bookkeeping and accounting functions• Prepares the annual budget for review and approval by the Commission• Establishes all financial aspects of employment for CEA staff• Executes all legal documents	
Public Relations	
<ul style="list-style-type: none">• Serves as liaison for CEA to other accrediting agencies• Represents CEA in the global English language teaching arena• Advocates for CEA accredited programs and institutions to external entities, students, and the public	
Effective July 2019	