

Assessor Position Description

Assessors will be selected based on the number of anticipated site visits, their geographic locations and additional skills needed within the NAEYC Assessor Corps (i.e. Bilingual).

The NAEYC Accreditation of Early Learning Programs maintains a corps of early childhood professionals to conduct site visits for programs seeking accreditation. Assessors are contract employees trained and reliable on the Early Learning Programs data collection tools. Assessors are expected to continuously maintain reliability throughout their term of service.

The number of Assessors selected is determined by the location and number of program applications received by the Early Learning Programs. The Early Learning Programs is committed to ensuring the Assessor corps reflects the diversity of the early childhood field (populations served, program types, etc.)

There are five steps in the process to becoming an NAEYC Assessor:

1. Application
2. Phone Interview
3. Completion of a Criminal Background Check
4. Completion of Contract for services with the NAEYC Early Learning Programs
5. Successful completion of reliability testing on the Assessor tools

Assessor contracts are two years and may be extended. Assessor positions require satisfactory performance evaluations, including the ability to work in a professional manner with program staff and maintain reliability with the assessment tools.

Assessor Qualifications

- A minimum of a baccalaureate degree with;
 - Credit bearing hours of specialized college-level work addressing both:
 - Child development and learning from birth through kindergarten. Courses may be in early childhood education, child development, elementary education, early childhood special education; and administration, leadership, and management.
- Relevant professional experience in a setting serving children from birth through age 8;
- Understanding of the NAEYC Accreditation process gained through experience or training;
- Demonstrated observation skills, including ability to use observation tools;
- Demonstrated interpersonal and communication skills;
- Demonstrated technological skills, including the ability to use tablets for data collection;
- Basic administrative skills and professional communication utilizing technology.

It is expected that successful candidates will

- Be objective, fair, and unbiased, adhere to conflict of interest procedures and;
- Be able to communicate with program administrators in an appropriate, professional manner.

Physical Capabilities and Expectations

An Assessor's job is both physically and emotionally demanding. Assessors on an assessment visit can expect to work long hours with few breaks. Assessors must be able to sit comfortably on the floor and/or at

child eye level for at least one hour. Assessors may be required to walk up and down stairs throughout a program facility and in some instances up to one half mile as part of the assessment visit.

Assessors are expected to maintain a courteous and pleasant demeanor and abide by the NAEYC Code of Ethics at all times.

Qualified applicants are defined as meeting all job requirements and must be able to perform the essential functions of the position with or without reasonable accommodations.

Essential Functions

Job Duties

1. Schedule and conduct site visits per year
2. Participate in ongoing training and reliability exercises
3. Complete administrative paperwork and adhere to financial policies

Please note: Assessors are responsible for visit scheduling, travel arrangements, travel time and on-going communication with the NAEYC Early Learning Programs which can require a significant amount of time beyond the site visit assessment.

Physical Requirements

1. Ability to sit on floor or at child eye level for at least one hour
2. Walk up and down stairs and up to one half mile
3. Have valid driver's license

Travel Requirements

1. Organize and execute travel logistics including:
 - Travel via air, rail, and car
 - Overnight accommodations

Please note: Out of town trips are common and generally require two or more days' time.

Technology Requirements

The Assessor will perform site visit assessments using electronic data capture forms. To satisfy this performance requirement, the Assessor must own a tablet that meets the following hardware and software requirements:

1. Writable PDF documents
2. Electronic Signature Capture
3. Ability to back-up tablet documents either wirelessly or, through a USB connector

Assessor Duties

Responsibilities of the Assessor include scheduling and conducting site visits alone and in conjunction with other Assessors and program administrators, supported by NAEYC Early Learning Program staff. Visit scheduling, using NAEYC's online scheduling system, includes contacting programs, clearing conflict of interest, preparing confirmation letters, distributing pre-visit information to programs, and updating records in

the NAEYC Early Learning Programs web-based database. Accurate and timely submission of documents from the site visit, data reporting forms, and required financial documentation is essential.

During the site visit, the Assessor will be responsible for the coordination of all data collection. Assessors will have sole responsibility for conducting the program and classroom observations; reviewing program and classroom portfolios; and the family and teaching staff surveys.

Final candidates for the Assessor position must participate in online and onsite (Washington DC) training led by NAEYC staff (roughly 5 days total). Trainees will also be required to participate in both shadow and reliability visits (roughly 4 days). They will be paid \$150 per training day and be reimbursed for transportation and lodging expenses related to visits that meet NAEYC assessor travel policies.

Assessors must commit to conducting roughly 30 site visits per year. The number of site visits assigned to each Assessor will vary based on geographic location. Assessors must be available to participate in monthly web-based training with Early Learning Programs staff and telephone conference calls with their assigned Assessor Mentor. Additional evaluation and training will be scheduled as necessary and will include on-going professional development. Attendance at the Annual Meeting held in Washington, DC is part of maintaining reliability and therefore is mandatory.

Assessors will be compensated \$390 for each day of a site visit and for transportation and lodging expenses associated with the visits. Meals and incidental expenses must be covered by the assessor.

***For further information on the positions and the application process please
E-mail: accreditation.information@naeyc.org***