



## ASSESSOR APPLICATION

Name:		
Daytime Phone Number:	Cell Phone Number:	
Mailing Address:		
City:	State:	Zip Code:
Email Address:		
Languages spoken fluently:		

## 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 an estimated 30 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 Academy 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	
<p>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:</p> <ol style="list-style-type: none"> <li>1) Writable PDF documents</li> <li>2) Electronic Signature Capture</li> <li>3) Ability to back-up tablet documents either wirelessly or, through a USB connector</li> </ol>	
Type of tablet owned:	
Assessor Position	
<p>Please review the Assessor Position Description located on the NAEYC website at: <a href="http://www.naeyc.org/academy/primary/assessors">http://www.naeyc.org/academy/primary/assessors</a>.</p>	
I have viewed the Assessor Position Description:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I can perform all essential functions of the position with or without reasonable accommodations	<input type="checkbox"/> Yes <input type="checkbox"/> No

Availability 	
On average how many days <i>per year</i> will you be available to conduct site visits?	<input type="text"/>
Will you be available to serve as an assessor year-round?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If not, please explain:</i>	
Are you willing to conduct site visits that require consecutive days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to conduct visits that require overnight stays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have regular access to reliable transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a limit to the distance you are willing to drive?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, how far?</i>	
Are you willing to travel by airplane?	
<i>If yes, what is the name and location of the nearest commercial airport?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the distance from your home to that airport? Miles: <input type="text"/>	Travel Time: <input type="text"/>
Do you have regular access to a computer and the internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a personal email account that can be used for NAEYC business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>If you have a special circumstance that may affect your answer/s to the Availability questions above, please explain here:</p>   
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**Professional Training and Education** 

Degree	Name of College/University	Date	Major

List, below, any credit-bearing college-level courses you have completed in the following areas: Child Development and Early Childhood Education, Evaluation/Observation, and Administration (including Financial Management and Supervision).

Credits	Course Name	College/University	State	Date Completed

List any other training, credentials, or certifications that support your work in early childhood education and care. Specify the year when each was achieved.

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What is your level of competence with the following computer applications? (Choose the best response.)

Microsoft WORD	<input type="text"/>	Microsoft Excel	<input type="text"/>
Accessing information from the Internet	<input type="text"/>	Using email with attachments	<input type="text"/>
Web-based data management systems	<input type="text"/>	Other:	

**Employment Information**

The chart below lists professional roles in the field of early childhood and the age groups included in NAEYC's accreditation system. In the spaces provided, please indicate the amount of time (in years) you have spent in each role.

	<u>Asst. Teacher</u>	<u>Teacher</u>	<u>Supervisor/Trainer</u>	<u>Administrator</u>
Infants (birth-12 months)				
Toddlers (13-35months)				
Preschoolers (3-5 years)				
Kindergarteners (attending kindergarten)				

List any other experience working with—or on behalf of--young children or their families.

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*If not mentioned above, describe any experience you may have had using observational tools in early childhood settings.*

Do you have experience working with any of the following types of early childhood programs?  
(Check all that apply.)

<input type="checkbox"/> College/University	<input type="checkbox"/> Migrant Services	<input type="checkbox"/> Indian Tribe
<input type="checkbox"/> Employer-Sponsored	<input type="checkbox"/> Military Installation	<input type="checkbox"/> Alaskan Native Village
<input type="checkbox"/> Faith-Based Institution	<input type="checkbox"/> Public School	<input type="checkbox"/> Parent Cooperative
<input type="checkbox"/> Head Start	<input type="checkbox"/> U.S. Government Facility	<input type="checkbox"/> Other (please describe) :
<input type="checkbox"/> Hospital	<input type="checkbox"/>	

What is your current employment/student status? (Check all that apply.)

<input type="checkbox"/> Employed full time	<input type="checkbox"/> Employed part time	<input type="checkbox"/> Not employed	<input type="checkbox"/> Full-time student	<input type="checkbox"/> Part-time student
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If employed: What is your current position:  
Employer:

If selected to be an assessor, do you plan to retain your current position or student status?

Have you ever worked at NAEYC?

If so, please describe your role and dates of employment:

Have you served in a leadership role as a NAEYC Board Member, Officer in an NAEYC Affiliate Group, member of a NAEYC commission, panel or council or contributing editor?

If yes, please provide the details and the dates:

<b>Experience with NAEYC Accreditation and Other Quality Improvements</b>		
Which of the following describe your experience with NAEYC accreditation? (Check all that apply.) <i>Please provide additional information requested for any option checked.</i>		
<input type="checkbox"/>	Taught at an NAEYC-accredited program	
<input type="checkbox"/>	Administered an NAEYC-accredited program	
<input type="checkbox"/>	Currently employed by an NAEYC accredited program	
<input type="checkbox"/>	Participated in self-study as a staff member <input type="text"/> times	
<input type="checkbox"/>	As a program administrator, led a program through self-study <input type="text"/> times	
<input type="checkbox"/>	Currently involved in self-study or self-assessment as a: <input type="checkbox"/> teacher <input type="checkbox"/> administrator	
<input type="checkbox"/>	As a consultant or staff of a facilitation project, assisted <input type="text"/> programs during the accreditation process	
<input type="checkbox"/>	Was trained as an NAEYC validator the following year(s) (list year of each training):	
<input type="checkbox"/>	Conducted approximately <input type="text"/> validation visits between <input type="text"/> (year began) until <input type="text"/> (year of most recent visit).	

<input type="checkbox"/>	Served on the NAEYC Academy's Commission Decision Panel (Audit Commission) from _____ to _____	
<input type="checkbox"/>	Other (Please describe):	
<p>Are you familiar with NAEYC's "reinvented" Accreditation System (launched in 2006)? If so, how have you learned about the Accreditation System?</p>		
<p>Do you have experience working with any other procedures or systems designed to promote continuous quality improvement or ensure professional standards? If so, please describe.</p>		

<b>Conflict of Interest</b>		
<b>What is a Conflict of Interest (COI)?</b>	<p>Conflict of interest exists when a relationship exists between the assessor and the assigned program and/or its staff that might compromise the objectivity and reliability of the assessor's observations and interpretations. It is also important to consider the perceived existence of a conflicting relationship. Assessors will be required to refuse themselves from conducting assessment visits to any program in which there is a potential conflict of interest. Assessors are asked to consider conflict of interest throughout their term as an assessor. Please spend some time reflecting any conflict of interest you may have prior to submitting your application to become an NAEYC Assessor.</p>	
<b>Guidelines: Individuals will not serve as assessors in programs with which they have had a prior or current close, active association.</b>	<p>This would include but not necessarily be limited to</p> <ul style="list-style-type: none"> <li>* employee/employer relations,</li> <li>* family or close friendship relations,</li> <li>* any evaluative or consultative capacity,</li> <li>* board member representation.</li> </ul> <p>Please indicate if you understand these guidelines.</p>	
<p><b>Reflective Exercises:</b> Use the following questions to explore any possible conflicts of interest. If you were an assessor and you responded yes to any of the following questions you would be required to disclose this information to a NAEYC Staff Member prior to scheduling a visit to determine if a conflict exists.</p>		
<p>Are you currently employed by any ECE program, organization or company? Include programs and/or companies for whom you consult. If yes, list those programs/companies:</p>		

Have you previously worked for any ECE programs, organizations or companies with whom you no longer have a professional relationship? If yes, list those programs/companies and the years of employment:

Are you serving on a board of directors for any programs, organizations or companies? Are you in an elected office or a political appointee? If yes, list the organization(s) and/or government entity:

Do you have any family members or close friends who work for any ECE programs or companies? If yes, list those programs/companies and your relationships to them:

Do you have a fiduciary interest in any ECE programs or companies? For example, do you own stock in, or have you made any loans to, such companies? If yes, list those programs/companies:

Do you have close relationships with programs, organizations, companies or employees in your community as a result of other professional activities? For example, have you worked with local program directors on state or local advocacy projects? If yes, list the organizations toward whom your objectivity might be compromised:

Provide specifics. If you need to supply any further details related to possible conflict of interest, please describe here.

## Submission Instructions

Applications will only be accepted via email: [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)

Subject Line: Assessor Application (*Last Name of the Applicant*)

Body of the email: (*see below*)

To Whom it May Concern:

Attached are the following documents (*attach the following documents*):

- Assessor Application
- Resume
- Scanned copy of <*Name of College/University*> transcript

Thank you for your time,

Sincerely,

<*Applicant's First and Last Name*>

*Applications for assessor positions are accepted year round and on a rolling basis. The number of assessors selected is determined by the location and number of program applications received by the NAEYC Academy. Positions are filled as needed.*

*NAEYC is an equal opportunity employer*