



VLEPSC ASSESSOR DUTIES AND RESPONSIBILITIES



Position Title	PRE-ASSESSMENT	ON-SITE	POST-ASSESSMENT
Team Leader	<ul style="list-style-type: none"> ➤ Receive assignment; (Determine if conflict exists) ➤ Review documentation from Accreditation Center; ➤ Retrieve current version of Final Report Template from www.vlepsec.org; ➤ Contact agency and assessors; ➤ Confirm dates and logistics; ➤ Plan work assignments based on assessor experience and applicant agency logistics; and ➤ Travel to site. 	<ul style="list-style-type: none"> ➤ Assemble assessment team members to discuss proposed roles and responsibilities; ➤ Act as team spokesperson; ➤ Meet with agency Chief Executive Officer; ➤ Assign work to other team members; ➤ Complete own work assignment; ➤ Conduct evidence audit(s), as applicable; ➤ Check assessor performance periodically; and ➤ Gather all relative documentation from each team member prior to departure and briefing the CEO. 	<ul style="list-style-type: none"> ➤ Organize work papers, checklists, and documentations; ➤ Prepare draft final assessment reports; ➤ Submit to agency and assessors for review; ➤ Make necessary revisions to draft final assessment report; ➤ Submit final assessment report to Program Manager; ➤ Conduct remedial review as needed; ➤ Submit addendum reports as needed; and ➤ Give on-site overview or testify at Commission meeting, as needed
Assessor	<ul style="list-style-type: none"> ➤ Receive assignments; (Determine if conflict exists) ➤ Review materials sent by Accreditation Center and/or team leader; and ➤ Travel to site. 	<ul style="list-style-type: none"> ➤ Meet with team leader and other team members; ➤ Review roles and responsibilities with team leader; ➤ Complete assigned work; ➤ Participate in final work review; and ➤ Assist with other activities and tasks as assigned by the team leader. 	<ul style="list-style-type: none"> ➤ Complete post-site work, if required; ➤ Submit work to team leader, as required; ➤ Review draft final report from team leader; ➤ Submit addendum reports, as needed; and ➤ Give overview of on-site or testify as Commission meeting, if needed.
Alternate	<ul style="list-style-type: none"> ➤ Receive assignment; (Determine if conflict of interest exists) ➤ Upon committing to be an alternate, remain available until the on-site start date; and ➤ Notify Program Manager, if status changes. 	<ul style="list-style-type: none"> ➤ Responsibility ends when on-site assessment begins. 	<ul style="list-style-type: none"> ➤ N/A