Accrediting Commission for Schools
Western Association of Schools and Colleges

JOB DESCRIPTION

COORDINATOR

SPECIFIC DUTIES

- Provide assistance and problem-solving guidance to schools and visiting committees
- Monitor the timely submission of school and visiting committee reports and required documentation
- Assign visiting committee chairs and members to self-study and mid-cycle accreditation visits
- Serve as emergency visiting committee chair
- Provide additional assistance for initial, special, and other types of accreditation visits
- Respond to questions, concerns and issues regarding the ACS WASC accreditation process
- Build positive relationships with schools and visiting committees
- Willing to take on other duties as assigned.

REQUIREMENTS — EDUCATION, EXPERIENCE, AND SKILLS

- Master's degree from an accredited college or university required, doctorate preferred
- Extensive background with instruction, school management, and accreditation:
  - Prior experience on ACS WASC teams
  - Prior experience as a classroom teacher or counselor and a supervisor or administrator
  - Expertise or experience in one or more of the following education areas: comprehensive, postsecondary, supplementary education, public, private, religious, online learning, and/or charter schools
  - Demonstrate knowledge and understanding of assessment of student learning and programs, data analysis, program development and evaluation, effective instructional strategies, classroom management, and research related to learning and curriculum implementation
- Demonstrate the ability to use current technology for documentation, data management, information retrieval, webinars, and other means of communications
- Strong written and verbal communication skills
- Excellent organizational skills and the ability to motivate people
- Ability to multi-task and problem solve in a team environment.

WORKING CONDITIONS

ENVIRONMENT: Office environment and travel to school sites.

STARTING SALARY: $90,850

HOW TO APPLY

To apply for the job position, fill out the employment application that can found on the ACS WASC website at www.acswasc.org/careers.htm.

Submit the following via email to jobs@acswasc.org:

1. Cover letter
2. Completed employment application
3. Resume

This job posting will be open until **Friday, May 12**. Preliminary interviews will be conducted in San Diego, CA on **Wednesday, May 17** and final interviews will take place on **Thursday, May 18**.

ABOUT US

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), is a world-renowned accrediting organization. ACS WASC extends its services to approximately 5,000 public, independent, church-related, and proprietary pre-K–12 and adult schools worldwide, primarily in California, Hawaii, Guam, Asia, the Pacific Region, Africa, the Middle East, and Europe.