



Accrediting Commission for Schools Western Association of Schools and Colleges

JOB DESCRIPTION

ACS WASC DIRECTOR

SPECIFIC DUTIES

- Support the Executive Director in preparing agendas, drafting positions and policies, writing communications, attending meetings, and doing other project work that furthers the goals and purposes of the ACS WASC Commission
- Liaison with public, private, alternative, postsecondary, international schools, and corporate and non-corporate SEPs, as assigned
- Coordinate, oversee, and assign visiting committee chairs and members to self-study and mid-cycle accreditation visits
- Assist in recruiting, training, and evaluating potential visiting committee members and chairs
- Assist with the organization and production of ACS WASC's annual communication, *ACS WASC Words*
- Provide leadership and support for ad hoc committees, standing committees, or for special projects at the request of the Executive Director
- Assist with the preparations for ACS WASC Commission meetings
- Oversee facility and other operational responsibilities
- Process and resolve complaints against ACS WASC-affiliated schools, SEPs, and institutions, as assigned
- Supervise and evaluate assigned staff
- Provide assistance and problem-solving guidance to schools and visiting committees
- Other duties as assigned.

REQUIREMENTS — EDUCATION, EXPERIENCE, AND SKILLS

- Bachelor's or higher degree from an accredited college or university required
- 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 international and domestic travel.

STARTING SALARY: \$115,600

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 **Tuesday, May 17 at 5:00 pm**. Preliminary interviews will be conducted in Burlingame, CA on **Monday, May 23** and final interviews will take place on **Tuesday, May 24**.

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 over 4,600 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.