



**JOB DESCRIPTION
INTERNATIONAL DIRECTOR**

Application: Email resume and letter of interest to rabello@acswasc.org

Open: Open until filled. Preferred start date July 1, 2020

Salary: Negotiable, in the \$200,000 range

SPECIFIC DUTIES

- Serve as international director and collaborate with Executive Vice President in the following areas:
 - Communicate to potential schools about WASC accreditation and determine if they meet our criteria (use of Zoom, email and phone)
 - Assist in the review of schools who have lost accreditation status and provide support for their improvement as needed
 - Help develop a strong WASC liaison pool and network throughout the world and set expectations
 - Assist with training and discussing of issues regarding the accreditation from both a self-study and visiting committee perspective with emphasis upon preparing students to be global citizens via webinars and in person
 - Assist with developing a pool of qualified educators and organizing the visiting teams
 - Provide insights to refinement of the protocols and accreditation process
 - Participate in major conferences and meetings worldwide such as EARCOS, ACAMIS, and AAIE
- Assist with the organization and production of ACS WASC's communication, *WASC Words International*
- Provide leadership and support for ad hoc committees, standing committees, or for special projects at the request of the President
- Supervise and evaluate assigned staff
- Provide assistance and problem-solving guidance to schools and visiting committees as needed
- Oversee all decisions regarding new schools to ACSWASC regarding Initial Visits and provide school guidance and assistance as needed.
- Assist with Webinar training as assigned; in particular, for Visiting Member and International Chairs
- Liaison with public, private, alternative, postsecondary, international schools, and corporate and non-corporate SEPs, as assigned
- Find and train WASC volunteer visitors and chairs
- When necessary conduct pre-initial and initial visits to control for school quality and capacity
- 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
- Provide ongoing scholarly research and articles regarding accreditation as needed
- Provide leadership and support for ad hoc committees, standing committees, or for special projects at the request of the President or Vice President
- Other duties as assigned

REQUIREMENTS - EDUCATION, EXPERIENCE, AND SKILLS

- Master's degree from an accredited college or university desired, doctorate preferred
- Extensive background in school leadership/management and accreditation as a continuous school improvement process, learning, and teaching
 - Prior experience on accreditation teams
 - Prior experience as a classroom teacher or counselor and a supervisor or administrator, school head desired
 - 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 learn 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
- Prefer someone located in Asia

WORKING CONDITIONS

ENVIRONMENT: Office environment with international and domestic travel