



NEW ENGLAND ASSOCIATION
OF SCHOOLS AND COLLEGES

International Accreditation Leader

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Closing: March 1, 2023

About the New England Association of Schools and Colleges (NEASC)

The New England Association of Schools and Colleges (NEASC) is a nonprofit membership organization which partners with over 1500 public, independent, and international schools in the US and worldwide to assess, support, and promote high quality education for all students through accreditation, professional assistance, and pursuit of best practices.

Founded in 1885, NEASC has a long tradition of school improvement across the 6 states of New England and in more than 85 countries around the world. Today NEASC focuses on the accreditation of schools spanning from PK to Grade 12 and, as a deeply mission-driven organization, is guided by key priorities which include advancing equity, promoting innovation and excellence in education, and empowering students.

NEASC is made up of three Commissions (independent, international, and public) working in close partnership to ensure quality education for all students. NEASC has a full-time staff of 40 and a global network of thousands of volunteers.

Summary of Role

The New England Association of Schools and Colleges (NEASC) is seeking an **International Accreditation Leader** to support NEASC's Accreditation work specifically with schools using the [Collaborative Learning Protocol](#) (CLP), a unified accreditation protocol in partnership with the International Baccalaureate. This contracted, non-employee position will partner with existing staff to support current and anticipated growth of the CLP among NEASC schools worldwide with an initial focus on international schools.

The ideal candidate will have significant leadership experience in an IB school, school consulting or coaching experience, workshop/training experience and a passion for student-centered education. Candidates with experience using the NEASC [ACE Learning Protocol](#) and/or aligning to its transformational philosophy are preferable. NEASC works with schools in 85 countries and operates across diverse national, cultural and linguistic environments. As such, we seek a candidate who will thrive in a multicultural, multilingual environment and in alignment with [NEASC's Equity Vision](#). Candidates from diverse backgrounds are encouraged to apply.

The position is contracted via a service agreement for 3 or 4 days per week for 48 weeks per calendar year. We anticipate this position beginning either August 1st or September 1st unless an excellent candidate prefers an earlier start date. The contracted individual will receive travel, accident and emergency insurance coverage provided by NEASC while performing the responsibilities of the contract. The position is flexible and remote with significant travel both in the US and globally as well as requiring frequent after-hours availability to coordinate with other members of the global team across time zones. This position requires that the individual can travel globally with minimal complications. This individual will work in close partnership with another accreditation staff member who currently manages the CLP process internationally, and who will provide mentoring and training for this new role. This individual will work as part of a global team under the direction of NEASC leadership. The number of schools continues to grow the individual may take on other areas and regions of responsibility.

Responsibilities include:

- Leading onsite and virtual training and workshops for schools, visiting team members and Lead Visitors
- Leading and mentoring accreditation visits globally
- Reviewing accreditation reports and drafting outcome letters
- Representing NEASC at 2-3 conferences per year and presenting relevant educational content
- Following-up with school inquiries and tracking meeting outcomes
- Meeting onsite and virtually with CLP school heads and accreditation leaders to support their CLP journey
- Regularly creating and identifying professional learning opportunities for member schools and facilitating several per year
- Working with CLP US Committee to facilitate the implementation of CLP in the US including:
 - coordinating with IB Americas office staff and NEASC Commission staff members
 - developing operational and growth plans
 - identifying US-based educators to be trained to visit and lead
 - meeting with and providing training for interested US schools

- Contributing to the development of dashboard type reporting on schools, visits, pipeline, etc. for school development planning
- Contributing to updating accreditation protocols and enhancing accreditation processes
- Monitoring quality assurance of accreditation services via the CLP pathway
- Collaborating with other accreditation leaders, Educational Accreditation Coordinators and Program Coordinator
- Supporting NEASC-wide initiatives.

Key Skillsets

- Deep understanding of school change and management and progressive educational trends
- Technologically savvy; able to facilitate virtual events, coordinate data across multiple systems
- Traits including organized, process thinker, has a coaching mentality, emotionally intelligent, diplomatic, professional
- Ability to work independently and as a team member across multiple time zones
- Excellent writing and speaking skills
- A passion for and aptitude for working within multiple cultural, national and linguistic environments
- Additional languages (Spanish, French, Arabic, Mandarin) particularly helpful
- Ability to travel extensively and work as part of a global team.

Education and Experience

- Significant experience as an IB school leader – 5+ years IB leadership experience (IB coordinator, workshop leader, EL or PL), preferred Head of School/Principal experience
- Minimum master's degree
- Significant accreditation experience and IB visiting experience; ACE visit experience preferred
- Proven track record of facilitating successful training and workshops.

Physical Requirements: Prolonged periods sitting at a desk and working on a computer.

This position requires the ability to frequently travel internationally to a variety of countries, including the US, often for multiple days or weeks.

Application instructions (submission deadline - March 1, 2023):

Complete the [online applicant information form](#)

Email the following as attachments to IALsearch@neasc.org:

- letter of introduction (2 pages max)
- resume (2 pages max), including phone, email, mailing address and work history

Candidates are asked to submit the required materials as early as possible as NEASC reserves the right to close the selection process at any time if the right candidate is found. Shortlisted candidates will be notified by no later than March 28, 2023.

For more information about NEASC, please visit our website at www.neasc.org.

NEASC is an Equal Opportunity Employer (EOE).