



NEW ENGLAND ASSOCIATION  
OF SCHOOLS AND COLLEGES

## **Associate Director for Accreditation and School Improvement NEASC COMMISSION ON INTERNATIONAL EDUCATION**

Posted: October 30, 2023

Closing: November 10, 2023

Starting Date: Approximately January 1 or February 1, 2024

### **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 90 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 schools, international education, and public schools) 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.

### **About the NEASC Commission on International Education**

The NEASC Commission on International Education (NEASC-CIE) currently serves over 400 international schools and is growing by more than 50 schools per year. The commission offers schools four [Pathways to Accreditation](#) which include ACE Learning Pathway, The Standard Pathway, The Collaborative Learning Protocol with the IB and the NEASC/CIS Joint Pathway. NEASC is always evolving our protocols to provide effective and meaningful accreditation experiences that help propel our member schools to transform their schools into highly impactful learning communities.

The NEASC-CIE team works primarily with accreditation for international schools but also contributes to NEASC-wide efforts and collaborates with the full NEASC staff.

## Summary of Role

We are seeking an Associate Director to work closely with the Director and members of the global team of the NEASC Commission on International Education. The ideal candidate will have significant leadership experience in international education, accreditation, a passion for school transformation, and a collaborative systems design orientation.

Candidates with experience using the NEASC [ACE Learning Protocol](#) and/or aligning to its transformational philosophy are preferable. NEASC works with schools in 90 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 and with additional language skills are strongly encouraged to apply.

The position is flexible and remote with significant travel both globally as well as requiring frequent after-hours availability to coordinate with other members of the global team and schools across time zones. This position requires that the individual can travel globally with minimal complications.

## Responsibilities:

- Working closely with the Director, provides project management to strategic priorities.
- Support and lead efforts to increase CIE's effectiveness by developing systems to streamline operations and continually improve quality.
- Contribute to NEASC CIE growth plans by leading certain growth areas, onboarding new schools, and collaborating with the Director on business planning.
- Represent NEASC and CIE at international conferences, speaking on accreditation and providing thought leadership.
- Communicate with current and prospective schools in the accreditation process, a task shared with other staff members.
- Provide project management and quality control on the creation and revision of high-quality materials and supportive resources for all CIE pathways to accreditation.
- Assist in the development, coordination, and delivery of workshops, webinars, training sessions, and other professional learning offerings.
- Review reports and recommendations for accuracy and completeness and prepare outcome letters.
- Maintain strong relationships with key partners including other accrediting agencies.
- Identify and contribute to training of new and current CIE visitors and potential lead visitors, taking steps to ensure the availability of individuals who can effectively serve.
- Conduct a limited number of accreditation visits and special visits.
- Lead task force groups identified by the Commission on International Education
- Collaborate on planning for Commission meetings, staff retreats, and other strategic gatherings.
- Support NEASC-wide initiatives.

## Key Skillsets

- Deep understanding of adaptive school change and management and progressive educational trends in international schools.
- Systems thinker with demonstrated experience in developing systems across complex, multi-faceted environments.
- Traits include organized, process thinker, coaching mentality, emotionally intelligent, diplomatic, professional.
- Exceptional writing and speaking skills.
- Technologically savvy; able to facilitate virtual events, and coordinate data across multiple systems.
- A passion for and aptitude for working within multiple cultural, national, and linguistic environments.
- Additional languages (Spanish and Arabic particularly helpful)
- Ability to travel extensively and work as part of a global team.

## Education and Experience

- Experience as Head of School or senior leader in international education
- Minimum master's degree
- Significant accreditation experience; NEASC and ACE visit experience preferred
- Proven track record of facilitating successful training, webinars, workshops, etc.
- 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:

Candidates interested in applying for the Associate Director position should **complete the following steps by November 10, 2023**:

1. Complete and submit the [online application information form](#)
2. Email the following items to [CIEAssocDirectorSearch@neasc.org](mailto:CIEAssocDirectorSearch@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.

For more information about NEASC, please visit our website at [www.neasc.org](http://www.neasc.org).  
NEASC is an Equal Opportunity Employer (EOE).