

Assistant Director of Accreditation and Special Projects

Beginning Date: Summer 2020

Overview

The Independent Schools Association of the Southwest (ISAS) seeks an Assistant Director of Accreditation and Special Projects to support and enhance all aspects of the accreditation process and the work of the association. Currently, ISAS accredits 92 schools serving over 56,000 students in Arizona, Kansas, Louisiana, New Mexico, Oklahoma, and Texas.

ISAS promotes the highest professional and ethical standards of educational excellence for independent schools in the region and recognizes by formal ongoing accreditation those schools which demonstrate adherence to its standards. We offer our members an exceptionally rigorous, authentic, and meaningful accreditation process, along with energizing professional development opportunities, a nationally renowned arts festival, and a warm, generous community devoted to creating the best possible educational experiences for our students.

Position Summary

The ISAS Assistant Director of Accreditation and Special Projects will possess a thorough knowledge of independent schools, in-depth experience as a teacher and/or administrator, an understanding of K-12 accreditation, and a keen interest in professional development for independent school professionals. This person will demonstrate the capacity for articulate written and oral communication, exhibit excellent organizational skills, and be technologically proficient. She or he will have highly developed interpersonal skills and will be able to work productively and harmoniously with individuals and groups from ISAS Member Schools, with members of the ISAS staff, with the ISAS Board of Directors and Standards Committee, and with other national and state ISAS affiliates. She or he will help the current Directors lead the Association in thinking about accreditation policy and practice, professional development offerings, and current educational trends while balancing with sensitivity the Association's role as accreditor with the independence of each member school.

The Assistant Director of Accreditation and Special Projects position is full-time with a calendar which mirrors that of school administrators. It is expected that the person holding the position will work virtually, primarily from a home office, with periodic meetings at the ISAS office in Dallas and in the field at member schools and Association conferences as responsibilities require.

Chief Responsibilities

- Assist with organization and oversight of all aspects of the accreditation process.
- Assist the Executive Director with outreach relations to new constituents, especially new Heads of School, and with other duties as requested.

- Work with the Director of Accreditation Services to appropriately configure accreditation visiting committees.
- Collaborate with the Director of Accreditation Services in communicating with committees, chairs, and schools regarding Visiting Committee membership, visit dates, accreditation training, reports, and accreditation/membership status.
- Organize and assist with leadership of all training and professional development related to accreditation and assist the Director of Professional Development with development of professional development programs as requested.
- Provide telephone, video conferencing, email support, and consultation for Visiting Committees, chairs, and schools.
- Assist the Director of Accreditation Services in leading the ongoing efforts to revise and improve the ISAS Self Study and accreditation materials and spearhead the roll-out of new documents, processes, and procedures.
- Assist in generation of accreditation reports and materials necessary to support the work of the Standards Committee.
- Collaborate with the Director of Information Services and Technology to analyze and report on institutional and association data to assist the Board of Directors, Standards Committee, and staff in evaluation and improvement of the accreditation process and ISAS professional development offerings.
- Assist in maintaining productive working relationships with ISAS accreditation partners, including the Southwestern Association of Episcopal Schools (SAES) and the International Council for the Advancement of Independent School Accreditation (ICAISA).
- Assist with special projects as needs arise (research, data analysis, white papers, etc.)

To Apply

Interested candidates should submit electronically in one email and as separate documents, preferably as PDF's, the following materials:

- Cover letter highlighting reasons for interest in the position;
- Current resume; and
- A list of three references with name, phone number, and email address of each to:

Bob Windham
 Search Consultant
bwindham@smhall.org

ISAS is committed to principles of diversity and does not discriminate on the basis of race, religion or creed, color, sexual orientation, age, physical challenge, national origin, or gender and recommends that member schools create diverse, inclusive, safe, and welcoming communities for all.