



Fremont Union High School District

Position: Site WASC Team Lead (6 year review)

Department/Site:	FUHSD	Reports to/ Evaluated by: Site Principal or Assistant Principal and WASC Lead
Compensation:	Team Leads will be compensated \$1200 for their services; 6 positions, one for each section of the WASC report. An additional \$100 for Sunday obligations will be given to Team Leads and/or Department Leads.	

Summary of Basic Functions & Responsibilities

In accordance with requirements from the Western Association of Schools and Colleges (WASC) Accreditation Program, each school site will need to hire and employ up to 6 WASC Team Leads to work with the administration, staff, visiting committee members, and community members to undergo a full scale review of the school and its ability to serve students. The Team Leads will be responsible for a particular chapter of the Self-Study report and will organize the self-study process, communicate with the appropriate parties, write and edit the final draft of their specific chapter in the Self-Study report. Team Leads are needed for the six year full review only. Team Leads may split the position, but only two ways.

Essential Duties & Responsibilities

- Length of term, January the year before the visit, through the four weeks after the visit.
- Review Old WASC Plan with WASC Lead: give feedback and review the data.
- Lead a team through the process of developing new goals, establishing baselines, and collecting proof and data.
- Attend WASC meetings through their term: number of meetings will be defined at the point of posting or recruiting for the positions.
- Organize the groups data and lead the group through WASC meetings, follow the lesson plan or objectives of the WASC Lead.
- Write the report.

WASC Team Lead Job Description

Approved by FUHSD School Board on 03-24-2026

Qualifications

- Experience preferred but not required leading large groups, writing reports, and analyzing data
- Experience preferred but not required in Google Docs, Excel, Chart making, formatting large documents

Education, Licenses & Certificates:

- Current FUHSD Staff Member

Working Conditions:

- Ability to adapt and be flexible to the ongoing activities of a school campus that includes interactions with site and district office staff, students, parents, community members, and WASC visiting team

Physical Abilities:

- Must be able to function indoors in a school environment that alternates between standing, sitting, and walking