



Fremont Union High School District

Position: Site WASC Lead (6 year review)

Department/Site:	FUHSD	Reports to/ Evaluated by: Site Principal or Assistant Principal
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Compensation:	WASC Lead will have the option of \$30,000 dollars stipend and/or a release period.
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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 a Lead 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 Lead will be responsible for organizing the self-study process, communicating with the appropriate parties, writing and editing the final draft of the Self-Study report, and organizing the schedule and activities for the WASC Committee's site visit. The position can be split between two people, but no more. The process becomes too complex with too many people leading the process, it is ideal that one person organizes it all and is accountable.

Essential Duties & Responsibilities

- Length of term, January the year before the visit, through June of the year of the visit.
- Review Old WASC Plan in collaboration with principal: Evaluate progress towards goals, the resources needed and used in meeting those goals, collect data, etc.
- Meet with the principal and WASC committee/leaders throughout the process and as needed.
- Guide and Collaborate with WASC school leadership team in the development of new goals, collection of data, and writing of the new plan.
- Organize and plan large school staff collaboration meetings, developing the objectives and plan for the meetings with the collaboration of the team.
- Write the report.

WASC Lead (6 Year Review) 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