Executive Director of Global Education
Position Description

Job Title: Executive Director of Global Education
Reports To: Assistant Head of School for Community & Belonging
FLSA Status: Exempt
Position Status: Full-time, 12 month, benefited position

The Executive Director of Global Education provides strategic leadership and operational oversight for the Global Education Office, driving multi-year strategic planning, policy development, risk management, and fiscal management. In close partnership with Division leaders and the Dean of Academic Affairs, the Executive Director leads the continuous development, evolution, and TK–12 integration of the global education curriculum. As a key institutional leader, storyteller, and public ambassador, the Executive Director elevates global programming, champions global literacy, and articulates the transformative impact of Global Education across the Providence Day community. Essential duties and responsibilities include:

A. Strategic & Curricular Leadership (TK-12):

1. TK–12 Curriculum Design & Evolution: In direct partnership with Division leaders and the Dean of Academic Affairs, leads the strategic design, alignment, and continuous evolution of a cohesive TK–12 global education curriculum that fosters intercultural fluency and global competency across all divisions.

2. Academic Integration & Faculty Collaboration: Partners with Department Chairs/Team Leaders, Curriculum & Academic Council(s), and faculty to embed global perspectives, cross-cultural frameworks, and global competencies into existing curricula and disciplines. Co-teaches a Global Leadership course.

3. Global Educator & Student Programs: Directs and manages the Global Educator Certificate (GEC) Program for faculty and staff, while providing strategic oversight and departmental alignment for the Global Studies Diploma and Duke of Edinburgh program in partnership with its Director.

4. Strategic Planning & Alignment: Formulates and executes multi-year strategic goals for the Global Education Office that align with school-wide strategic priorities, accreditation goals, and institutional initiatives.

5. Metrics & Impact Assessment: Identifies and deploys quantitative and qualitative assessment tools to measure student learning outcomes, global competency growth, and program effectiveness across TK–12.

6. Project Management: Leads and manages high-impact institutional projects that advance the strategic growth and TK-12 reach of global education.

B. Global Travel, Exchange Programs, & Risk Management:

1. Travel Management: Oversees the strategic vision, design, evaluation, and execution of all domestic and international student travel, study tours, and exchange programs.

2. Risk Management: Serves as a key leader on the institutional Travel Risk Committee to establish, implement, and enforce comprehensive risk management policies, duty-of-care protocols, health and safety standards, and emergency response plans for all global travel.

3. Third-Party Provider Oversight: Vets, selects, and audits external travel providers, educational tour operators, and global partner organizations to ensure compliance with school safety standards and educational quality.

4. Crisis Response Leadership: Serves as the primary administrative lead for on-the-ground travel emergencies, coordinating in real time with senior leadership, global education staff, medical and evacuation assistance teams, and division heads.

5. Trip Leader Selection & Training: Partners with senior school leaders to identify and select global trip leaders, and designs, implements, and evaluates mandatory pre-departure orientation and preparation programs that equip faculty/staff chaperones with risk protocols, student care strategies, and cross-cultural facilitation skills.

6. Federal SEVP Compliance (DSO): Serves as a Designated School Official (DSO) under the U.S. Department of Homeland Security; manages all Student and Exchange Visitor Information System (SEVIS) administration, I-20 issuance, and legal compliance for international students.

C. Global Networks & External Partnerships:

1. Round Square Leadership: Serves as the primary institutional representative to Round Square International, driving campus-wide integration of the Round Square IDEALS and coordinating student participation in global/regional conferences and exchanges.

2. Strategic External Alliances: Cultivates and maintains strategic partnerships with external global organizations (e.g., Institute for Global Learning, World Affairs Council of Charlotte, International House) to expand campus programming and further community engagement.

D. Departmental Operations, Budget & Staff Supervision:

1. Personnel Management: Directly supervises, coaches, and evaluates the performance of the Assistant Director of Global Programs and the Director of the Global Studies Diploma.

2. Fiscal Stewardship: Manages the Global Education Office operational budget, aligning fiscal priorities with strategic goals, trip access/affordability initiatives, and institutional financial policies.

3. Cross-Functional Storytelling & Advocacy: Collaborates with Marketing & Communications and Institutional Advancement to articulate the impact of global education, support donor cultivation, and elevate the public profile of the program across the school community.

Qualifications:

- A bachelor's degree in Education, International Studies, Foreign Languages, Global Affairs, or a related field is required.
- A master's degree in Global/International Education, Educational Leadership, Curriculum & Instruction, or International Relations is strongly preferred.
- Ten or more years of progressive leadership experience in global education, international program administration, or school leadership is preferred.
- Ideal candidates will demonstrate proficiency in cultural competence, curriculum development, travel risk management/crisis response, superb organizational skills, and exceptional verbal and written communication abilities, with a proven track record as a collaborative team member and cross-functional partner.
- Candidates must meet all federal eligibility criteria to serve as a Designated School Official (DSO) under U.S. Department of Homeland Security/SEVP regulations, requiring U.S. citizenship or lawful permanent residency.

Salary and Benefits:

Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement, medical/dental coverage, and more.

Application Process:

Applicants should submit a letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be emailed to:

PDS.DirectorofGlobalEd@providenceday.org