



Administrative Search Announcement

East Asia Regional Council of Schools (EARCOS)
seeks Executive Director

Effective Date: July 2019 (or sooner)

Application Deadline: July 15, 2017

Overview of the Organization

EARCOS serves to promote cooperation and communication among its member schools and associates. EARCOS advances the professional growth of schools and individuals and broadens and enriches the educational opportunities of the students it serves. In these tasks, it works with other regional school associations and with institutions and organizations serving the purposes of international education. The EARCOS mission is supported through its strong links with the Office of Overseas Schools of the U.S. Department of State.



For more information, please visit the EARCOS website at www.earcos.org

Position

Reporting to the Board of Trustees, the Executive Director will have overall strategic and operational responsibility for EARCOS staff, programs, expansion, and execution of its mission. S/he will possess and further develop a deep knowledge of field, core programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Organize and coordinate one administrators' conference (ELC) and one teachers' (ETC) conference each year.
- Organize and coordinate spring meeting for EARCOS heads of schools.
- Support and oversee professional development opportunities such as EARCOS weekend workshops throughout the year.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.



- Actively engage and energize EARCOS members, staff, board members, conference and advisory committees, and partnering organizations, and funders
- Develop, maintain, and support a strong Board of Trustees: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the international rollout of programs.
- Lead, coach, develop, and retain high performing members of the EARCOS team of professionals.
- Ensure effective systems exist to track the annual progress, efficiency and effectiveness of EARCOS conferences, institutes, retreats, weekend workshops, and other member services.
- Regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, members, and other constituents.
- Liaise with the U.S. Department of State Office of Overseas Schools (A/OS) and the Regional Education Officer for East Asia.
- Coordinate and/or conduct surveys of member schools, as appropriate;

Communications:

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence in the growing Asia market and strengthen relationships to garner new opportunities for EARCOS members.
- Oversee the publication and distribute *EARCOS Tri-annual* newsletter three times per year; direct the publication and consistent updating of the annual membership directory; and supervise the maintenance and relevancy of the EARCOS website.
- Coordinate the sharing of consultant services among member schools, as appropriate.
- Serve as EARCOS representative on the AAIE Board and other international association boards in order to expand the EARCOS reach.
- Annually, or more often as necessary, meet with directors from other regional associations.

Financial Control:

- Maintain custody of the corporate seal and all books and papers related to EARCOS business.
- Maintain records of all receipts, funds, and property of EARCOS.
- Collect and receive all money due to and receivable by EARCOS with the



assistance of ISS.

- Deposit all funds in a place of deposit designated by the Board.
- Report on the financial status of EARCOS to all Board meetings and annual meetings.
- Arrange an annual audit of EARCOS transactions.

Member Services:

- Design national expansion and complete the strategic business planning process for program expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.
- Assist schools in identifying resources, which will help them to address instructional and administrative issues.
- Direct the membership application process and make membership visits to assure potential member schools' adherence to the tenets of the EARCOS mission and that they meet the rigorous standards for membership.

Qualifications

The Executive Director will be thoroughly committed to the EARCOS mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree, minimum an MS or MA, but a PhD or EdD would be ideal with at least 10 years of senior management experience in education, preferably in school leadership.
- US citizenship preferred.
- Track record of effectively leading an international organization; success with a performance- and outcomes-based organization and staff.
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.



- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Trustees with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed professional.

Compensation

A competitive salary and benefits package is available and will be negotiated with the successful candidate.

Application Instructions

Application Deadline: July 15, 2017

Dr. Beth Pfannl, ISS Vice President for Administrative Searches, will serve as the lead consultant for the EARCOS search. She will be assisted by Ms. Ashley Wotowey, ISS Administrative Search Coordinator, and other members of the ISS staff.

Semifinalist candidates will be identified by ISS and forwarded to the Search Committee. Applicants should follow the instructions below to complete the new ISS “**Quick App**” for administrative searches. The Quick App ensures candidate profiles are presented to the Board in a uniform and consistent manner.

Current ISS candidates:

- 1) Draft a formal **letter of interest** (cover letter) specific to this position
- 2) Attach your **updated CV**
- 3) Save your letter and CV in **PDF format**
- 4) Submit via email to Dr. Beth Pfannl (bpfannl@iss.edu) and copy Ashley Wotowey (awotowey@iss.edu).
- 5) *****Please only submit the required letter and CV**, all supplementary materials will be uploaded to your online documents via your ISS dashboard.



- 6) Your complete ISS file will be made available to Dr. Pfannl upon receipt of your letter and CV.

New and Returning ISS candidates:

- 1) First complete the steps above to submit your formal letter of interest and CV
- 2) Await application instructions

ALL Candidates:

This search requires that (at minimum) the following materials be uploaded to your online documents via your ISS dashboard: Educational Philosophy/Leadership Style and Current CV/Resume (under 2 pages).

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and EARCOS reserve the right to close the selection process at any time if an ideal candidate is found.