

## Leadership Search



Assistant Executive Director  
East Asia Regional Council of Schools  
EARCOS

---

Application Deadline: April 15, 2020  
Start Date: August 2020

## Introduction

---

The East Asia Regional Council of Schools is an organization of 185 international schools from across East Asia. These schools have a total of more than 150,000 pre-K to 12th grade students. EARCOS also has nearly 200 associate members— textbook and software publishers and distributors, universities, financial planners, architectural firms, insurance companies, youth organizations— and many individual members.

## Vision, Mission & Objectives and Purposes

---

In accomplishing its mission and vision, EARCOS will play a prominent leadership role throughout the global educational community.

### Vision

EARCOS inspires adult and student learning through its leadership and service and fosters intercultural understanding, global citizenship and exceptional educational practices within our learning community.

### Mission

The EARCOS mission is supported by:

- Collaborative educational partnerships within the region--as well as worldwide--to foster greater access to expertise.
- Targeted and differentiated professional development opportunities for member communities.
- Connecting schools, communities, and individuals through the use of technology to promote collaboration, communication, intercultural understanding and access to broader educational opportunities.
- Engaging adults and students in learning activities across the region that promote friendship, understanding and global citizenship.
- Conducting and communicating research and archiving relevant data to identify and enhance exceptional educational practices.

### Objectives and Purposes

- To promote intercultural understanding and international friendship through the activities of member schools.
- To broaden the dimensions of education of all schools involved in the Council
- To advance the professional growth and welfare of individuals belonging to the educational staff of member schools.
- To facilitate communication and cooperative action between and among all associated schools.
- To cooperate with other organizations and individuals pursuing the same objectives as this Council.

## Position Overview

---

EARCOS is seeking an individual with a proven track record of leadership in an international school setting, exemplary communication skills (native English speaker), outstanding research skills, the ability to build and sustain caring relationships, a deep knowledge of best practice in organizational leadership, a commitment to excellence and innovation in teaching and learning, and a demonstrated commitment to international mindedness and life-long learning.

The Assistant Executive Director will work closely with a small, experienced support staff and serve as the Director's close advisor on all key aspects of the organization including, but not limited to: creating and delivering world-class professional conferences, supporting the strategic growth of the organization, managing the daily work and long-term development of the office team, overseeing the new member application process, leading the review of applications for scholarships and awards, sustaining clear communication with school leaders and teachers across the region, as well as corporate sponsors and friends, directing social media and print media, and representing EARCOS at events within the region and globally as may be required.

The Assistant Executive Director will be based in the EARCOS office on the campus of Brent International School in the outskirts of Manila, the Philippines.

### Preferred Background

- A master's degree or higher in educational leadership, curriculum and/or instruction
- Relevant, successful leadership experience in an international school
- Strong organizational skills; proven ability to lead a team
- Exemplary research skills
- Strong writing and speaking skills
- Expertise in the uses of technology/social media
- Ability to work comfortably with a small and diverse team of professionals
- Patience; perseverance
- Warmth, approachability; sense of humor

## Position Responsibilities

### Conferences and Institutes

- Read blogs, tweets, journals, and books, to stay current on best practices in education and to identify potential speakers and presenters
- Maintain records of potential speakers/presenters and assist in their selection for conferences
- Participate in the selection and scheduling of workshops, preconference sessions, and keynotes for the EARCOS Leadership and Teacher Conferences and the annual institute on university admissions and counseling
- Edit conference programs
- Attend EARCOS conferences and provide close logistical support

### Communications

- Review articles daily from RSS Feed (Feedly). Repost pertinent articles to the EARCOS E-Connect Blog
- Review EARCOS Twitter account daily and re-blog relevant articles to E-Connect.
- Solicit and edit articles for member schools for inclusion in the EARCOS Triannual Journal
- Edit and proofread ET Journal for publication
- Ensure all critical dates are shared via the website in a timely manner and that the website itself is always up to date

### Data Management:

Maintain and update the following databases:

- EARCOS-CIS Institute attendance database
- ETC and ELC School attendance database
- ETC and ELC Session attendance database
- ETC Journal Article submission database
- ELC and ETC Presenter databases

### Awards and Grants

- Evaluate proposals and participate in selection of Global Citizen Community Service grant awardees
- Evaluate proposals and participate in selection of Action Research grant proposals
- Participate in the selection of the *Biosphere Stewardship Camp* scholarship awardee
- Participate in the selection of the EARCOS nominees for the Margaret Sanders Scholarship

### Applying Schools Coordinator

- Manage all communication with applicants for school membership
- Maintain online and hard copy files of applying schools
- Review each application against key standards
- Assist in planning logistics for site visits to applying schools
- Make visits to applying schools upon request of the Executive Director

### General

- Provide assistance and guidance to members of the Office Staff
- Participate in the annual evaluation of members of the Office Staff
- Ensure that Office Staff receive professional development aligned with their annual goal setting and evaluation
- Represent EARCOS at key events, regionally and globally, as requested

### Salary & Benefits

- Housing and utilities
- Relocation allowance
- Pension contribution
- International health insurance
- Regionally competitive salary
- Annual home leave
- Generous professional development allowance

## Application Instructions

---

Effective Date: August 2020

Application Deadline: [April 15, 2020](#)

ISS Vice President for Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the EARCOS Assistant Executive Director search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

In **one** PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV to [bpfannl@iss.edu](mailto:bpfannl@iss.edu) and copy [awotowey@iss.edu](mailto:awotowey@iss.edu). You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

**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.**