

## Leadership Search



### Executive Director


Association of American Schools of Central America,  
Colombia-Caribbean & Mexico ( Tri-Association)

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Application Deadline: April 1, 2020

Start Date: July 1, 2021

ISS is pleased to conduct this full search.  
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## Introduction

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The Tri-Association is a non-profit organization whose primary purpose is to improve the quality of teaching and learning in the schools in the region by offering professional development initiatives based on innovative and evidenced-based practices and methodologies. The Tri-Association supports the continuous development of the educators in the region through educational conferences and institutes, and long-term certificate programs. The Tri- Association works closely with the Office of Overseas Schools, US Department of State in the delivery of these educational services.

## Mission, Vision, & Core Values

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### Mission

The Tri-Association nurtures mutually supportive communities to transform learning.

### Vision:

Schools and students as agents of responsible change.

### Core Values:

We believe in the power of continuous and focused professional learning as a tool to improved student learning.

## History

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The Association of American Schools of Central America, Colombia-Caribbean and Mexico was founded thirty-four years ago to serve over forty-five schools in the regions of Central America, Colombia, the Caribbean and Mexico. The Tri- Association currently serves close to ninety schools between its regular member schools that belong to ASOMEX (Association of American Schools in Mexico), AASCA (Association of American Schools in Central America), and ACCAS (Association of American Schools in Colombia-Caribbean), as well as the invitational schools that are located in any of these three regions.



## Position Overview

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The Executive Director of the Tri-Association is the chief operating officer of the Regional Association of Schools in Central America (AASCA), Colombia-Caribbean (ACCAS), and Mexico (ASOMEX).

### Location

The Executive Director could live in the U.S. or in one of the countries in the region that comprises the Tri-Association (Central America, Colombia, Caribbean, and Mexico).

### Duties & Responsibilities

The Executive Director is responsible for the following duties:

- To support and enrich professional learning for educators in the region by designing programs that meet the needs of member schools and expose them to innovative and evidenced-based trends and methodologies in the field of education.
- To forge partnerships, stay abreast of learning trends and other educational programs and opportunities that could benefit member schools.
- To plan the Annual Educators' Conference in conjunction with the host school.
- To support regional learning events based on the needs of the member schools.
- To serve as the liaison with the Regional Education Officer of the U.S. Department of State, Office of Overseas Schools, regarding planning of conferences, workshops, and professional learning activities for member schools. To collaborate with the Regional Education Officer to provide support to A/OS schools.
- To carry out the administrative, legal and fiduciary responsibilities as the Executive Director of the Association including the following duties;
  1. Maintain the incorporation of the Association as a non-profit organization in the State of Georgia.
  2. Maintain minutes of all the proceedings of the Association meetings, and custody of documents relating to Association business.
  3. Oversee the preparation of quarterly financial statements to present to the Board of Directors.
  4. Make provisions for an annual audit, and keep the Board informed of any relevant information pertaining to the investment portfolio.

5. Prepare an agenda, in consultation with the Board of Directors, for all Association Board meetings, prepare and present recommendations with supporting documentation and maintain minutes of Board meetings.
6. Work with the Board of Directors in all areas that require Board information, involvement and oversight of Association activities.
7. Provide the Board with the evaluation of services, as well as make recommendations for changes or additions of services.
8. Publish and distribute newsletters, brochures, annual statistical surveys, and other publications as may be required.
9. Attend Association Board Meetings, Cognia's Latin American Directors' Meeting, Annual AAIE Meeting, A/OS Meeting, and travel within the region as required to carry out the duties of Executive Director.
10. Assure that the Regional Education Officer will participate in all Board of Directors' meetings including executive sessions.
11. Carry out other duties as designated by the Association Board of Directors.

### Academic & Professional Qualifications

The equivalent of a M.A. Degree in Education or other related field.

### Skills/Experience/Attributes Sought

1. Background and experience in the field of international education and/or educational administration, experience as an instructional leader and/or staff development.
2. Successful leadership experience.
3. Self-initiator and ability to see a task to completion.
4. Strong organizational skills and attention to detail.
5. Strong communication skills and verbal and written fluency in Spanish and English.
6. Experience with budget planning, and fiduciary oversight.
7. Knowledge of the region and proven cultural competency working in Latin America.
8. U.S. Citizenship.

### Salary & Benefits

Competitive package of compensation and benefits commensurate with the responsibilities of the position and experience of the successful candidate.

## Application Instructions

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Effective Date: July 2021

Application Deadline: April 1, 2020

ISS Vice President for Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Association of American Schools of Central America, Colombia, the Caribbean & Mexico (Tri-Association) 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 Tri-Association reserve the right to close the selection process at any time if an ideal candidate is found.**