



# INTERNATIONAL SCHOOL OF HAMBURG

## **CIS/NEASC Accreditation Coordinator – school-wide (Part-time/50%) (Ref. Code 2020-055)**

### **Position Summary:**

Coordination of CIS/NEASC Accreditation process across the whole school.

### **Responsibilities include:**

- To lead the coordination of the overall accreditation process
- To be the main contact for obtaining all support materials
- To coordinate and provide staff access to the Planning and Reporting platform (PRP)
- To review and ensure all documentation is correct and in good order before submission to the evaluators
- To coordinate all staff, faculty and leadership team members in order to ensure the Preparatory visit and Self study reporting documents are completed and submitted on time
- To be the main contact person for all accreditation processes, including managing the logistics of all accreditation visits such as on site requirements, technology set up, meeting spaces and documentation
- To lead the steering committee and work with the head of school to manage the accreditation process and provide support throughout the Self-study period and Team Evaluation
- To communicate with your school's contacts at CIS to get the information and resources needed
- To lead the Self Study steering committee,
- To ensure that the reports are proofread and the responses from the various domains fit together coherently.

### **Qualifications:**

Applicants must have strong time management skills and be able to multi-task; coordinate and support individuals and groups in meeting internal and external deadlines; and communicate clearly and in a timely manner. Previous experience in any capacity with accreditation processes is advantageous.

### **Terms of Employment:**

- Starting date is 1 August 2020
- The position is initially limited until 31 July 2022
- The position comes with an 0.5 release from teaching duties

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to [career@ishamburg.org](mailto:career@ishamburg.org) by Wednesday 15 July 2020.

Hamburg, 1 July 2020