



LAHC

Sharing expertise for school improvement

REVIEW COORDINATOR

JOB DESCRIPTION

The post holder is responsible developing, documenting and implementing the LAHC Review. They report directly to the Executive Officer, who in turn is accountable to the Executive Committee, and are supported by the Administration Manager. They liaise with counterparts in other evaluation and accreditation bodies with respect to joint evaluation procedures and are the first point of contact for a school interested in carrying out a review.

Major responsibilities

- Develop and promote the LAHC Review in response to the needs of member schools
- Programme, coordinate and oversee each implementation of the review from start to finish
- Ensure that there are sufficient trained reviewers and leaders to cover all requested reviews
- Collaborate with other evaluation and accreditation bodies to develop joint evaluation models
- Keep all data and documentation related to the review up to date and accessible

Key functions

Databases

- Coordinate and supervise the work of the Administration Manager in maintaining complete, accurate and up to date records and archives of all reviewers and reviews

Training

- Programme training workshops in accordance with needs and regional demand and availability
- Promote and deliver workshops in collaboration with host schools and trainee trainers
- Process evaluations and feedback to improve future workshops and update reviewer database
- Identify potential team leaders and include them on review teams as co-leaders
- Provide leadership experience, support and evaluation for co-leaders during reviews
- Identify potential review trainers and provide them with experience, support and evaluation during training workshops



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Implementation

- Liaise with schools that want to be reviewed to establish dates and parameters of the review
- Develop a detailed and customised review model and timeline for each school to be reviewed
- Form and prepare a team and team leader for each review, subject to approval by the school to be reviewed
- Provide logistical guidance and support for schools in preparation for the review
- Set up team workspaces with all the necessary documentation and tools for carrying out the review
- Provide support and guidance for team leaders before and during reviews
- Check, correct and send final reports to schools that have been reviewed
- Process feedback and evaluation from reviews that have been carried out
- Establish follow-up actions with reviewed schools

Development

- Maintain all documentation up to date and available to member schools
- Review and update the model periodically incorporating feedback and research
- Develop, maintain and document joint review models
- Develop and periodically review promotional material
- Periodically review and update training materials
- Develop a range of progressive training opportunities

Person profile

Professional knowledge, competencies and experience

- Thorough knowledge and understanding of the principles and practice of school evaluation and accreditation systems
- Thorough knowledge and experience of international accreditation systems, preferably LAHC
- Understanding and experience of Latin America
- Experience in a senior leadership position in an international school
- Oral and written fluency in English and Spanish
- Excellent computer skills
- Excellent communication skills both orally and in writing



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Intra and interpersonal skills

- Excellent listener
- Ability to connect and establish relationships of trust
- Capacity to inspire and motivate others
- Able to maintain behaviours and values under intense pressure
- Ability to deal with the unexpected
- Capacity to arrive at negotiated agreements
- Extremely well-organised
- Self-managing
- Ability to work to tight deadlines
- Attention to detail

Behaviours and values

- Empathetic, tactful, discreet
- Resourceful, supportive, responsive
- Resilient, tenacious, focused