

LEADERSHIP SEARCH

Making A World of Difference



Deputy Director

East Asia Regional Council of Schools (EARCOS)

Application Deadline: March 3, 2025

Thailand | Start Date: August 2025

ISS is pleased to conduct this full search. Learn more how ISS works with search committees around the globe to fill leadership positions.

POSITION OVERVIEW



The East Asia Regional Council of Schools (EARCOS) is seeking a Deputy Director to begin August 1, 2025. The Deputy Director will be based in the EARCOS representative office in Bangkok, Thailand.

The Deputy Director supports the Executive Director in the efficient operation of the association, ensuring high-quality member services, sound financial administration, efficient operational management, and effective delivery of IT systems and solutions. EARCOS seeks an individual with a proven track record of leadership in an international school setting, exemplary communication skills, a deep knowledge of best practice in organizational leadership, a commitment to excellence and innovation and experience planning and overseeing the financial operations of a dynamic not-for-profit.

The Deputy Director will work closely with a small, experienced support staff and serve as the Director's close advisor on 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, and representing EARCOS at events within the region (and globally) as may be required.

Duties and Responsibilities

Finances and Infrastructure/Operations

- Participate in the development, oversight, review and updating of the operational budget and all fiscal matters for the organization.
- Liaise and work closely with the EARCOS accountant and their outsourced accounting firms.
- Supervise the implementation, maintenance, and optimization of financial software (currently QuickBooks Online).
- Work closely with accountants on the preparation, finalization and review of annual audits.

POSITION OVERVIEW



- Prepare monthly financial reports and assist the Executive Director and Board Treasurer in the preparation of financial reports for board meetings and the Annual General Meeting.
- Develop and Professionalize the association's infrastructure, business systems and operations concurrent with its relocation to Bangkok.
- Oversee the annual membership fee payments as well as the registration process for conferences, advertising, institutes and all other revenue generating activities.

Conferences and Institutes

- Develop comprehensive event budgets, track expenses throughout the event lifecycle, and produce post-event financial reports to assess performance against financial targets.
- Provide oversight and guidance to EARCOS staff in planning and executing operations across all conference events, ensuring effective coordination, accurate reporting, and continuous improvement.
- Assist in the search and identification of speakers, consultants and presenters.
- Attend EARCOS conferences and provide close logistical support.
- Provide event outcome reports to the Executive Director through the use of effective post-event feedback and reporting systems, identifying areas for improvement and innovation.

IT Systems and Data Management

- Lead the planning, implementation, and management of IT systems and services that support the association's operations and membership engagement.
- Oversee the maintenance and continual improvement of membership management software, the association website, and other digital platforms.
- Ensure the accuracy, integrity, and timely updating of organizational databases, maintaining consistent and reliable data for membership, financial transactions, event registrations, and other critical operations.
- Identify and implement new technologies to streamline workflows, enhance communication, and improve member experiences.

POSITION OVERVIEW



- Organize training and support for staff on IT tools, systems, and processes.

Awards and Grants

- Evaluate proposals and participate in selection of awardees for EARCOS grants and awards, including the Richard Krajczar Award, Action Research Grants, the Global Citizen Community Service Award, and the Margaret Sanders Scholarship.

Membership Management

- Support the Executive Director in the development and implementation of a comprehensive membership strategy to drive recruitment and engagement.
- Maintain a database of membership engagement.
- Ensure membership application processes are efficient, welcoming, and informative.
- 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.
- Maintain a registry of member school visits.

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.
- Support the development and cultivation of external partnerships that align with and enhance the organization's mission, fostering collaboration and creating opportunities for growth and impact.

POSITION OVERVIEW



Qualifications, Skills, and Attributes

- A master's degree or higher
- Relevant, successful leadership experience in an international school including operations, business management, marketing and finance
- Familiarity with QuickBooks Online
- Strong communication skills
- Ability to work comfortably with a small but diverse team of professionals
- Patience; perseverance; flexibility
- Warmth, approachability; sense of humor

Salary & Benefits

Salary and benefits are regionally competitive and include:

- housing and utilities
- relocation allowance for the candidate and partner
- pension contribution
- international health insurance
- annual home leave
- a generous professional development allowance

EARCOS

History

The EARCOS (East Asia Regional Council of Schools) was founded in 1968 as a result of growth in the 1960s of U.S. schools in East Asia and the needs of these schools to develop supportive relationships. In many cases, the schools were geographically isolated, both from one another and from mainstream U.S. education.

In the mid-1960s, a regional conference of schools in East Asia was sponsored and supported by International Schools Services. Following its inception in 1964, conferences were supported by the Office of Overseas Schools of the U.S. Department of State. Through these conferences, administrators were brought together to share ideas and concerns.

A regional workshop was held for overseas schools of the East Asia area in December 1968. Sponsored by the Office of Overseas Schools, it was hosted by the American School in Japan. At this conference, a Memorandum of Association was presented to the administrators present. Representatives of nineteen schools in Laos, Japan, Thailand, Hong Kong, Burma, Indonesia, Malaysia, Taiwan and Singapore signed the Memorandum, and EARCOS was born. The first EARCOS Conference was held the following year, November 24-28, 1969, at Hong Kong International School.



Mission

EARCOS is an agile organization that promotes professional development and connects our educational communities to positively impact learning for all.

Vision

Lead learning, inspire innovation, and cultivate excellence in international education.

Values

Learning Focused: We nurture holistic learning that is grounded in research and active engagement. Our emphasis is on reflective practices that incorporate crucial aspects like Diversity, Equity, Inclusion, Justice (DEIJ), and Social and Emotional Learning (SEL).

Community: We are committed to connecting educators and schools with the purpose of cultivating a safe, collaborative, and trusting environment that optimizes learning and growth.

EARCOS

Integrity: We design programs, learning opportunities, and manage the organization with the best interests of our member schools and individual educators in mind.

Excellence: We hold high expectations and always strive for improvement in order to better serve our EARCOS region.



THE LOCATION



Life in Bangkok

Bangkok, the capital of Thailand, is a dynamic city where tradition and modernity blend seamlessly. Located along the Chao Phraya River, it offers a unique mix of historic landmarks, bustling markets, and contemporary skyscrapers. Living and working here means experiencing the iconic beauty of sites like the Grand Palace, Wat Arun, and the lively Chatuchak Market. Bangkok is renowned for its incredible street food, warm hospitality, and rich cultural festivals, providing endless opportunities to explore and connect. The city is easy to navigate with its efficient BTS Skytrain and MRT systems, linking diverse neighborhoods ranging from the tranquil, temple-filled Thonburi area to the lively, cosmopolitan streets of Sukhumvit. Bangkok offers an inspiring balance of professional opportunities and cultural adventures.

Follow the East Asia Regional Council of Schools (EARCOS) to Learn More



APPLICATION INSTRUCTIONS

Position Start Date

August 2025

Application Deadline

March 3, 2025

Pauline O'Brien, Director of Global Recruitment, Strategy & Leadership, will serve as the lead consultant for the **East Asia Regional Council of Schools (EARCOS) | Deputy Director** search. She will be assisted by members of the ISS Leadership Search Team.

Interested candidates must apply through the [ISS EDUrecruit portal](#)[®].

Candidates new to ISS EDUrecruit should [register](#) for an account to apply. Once logged in, you will be prompted to submit the following confidential materials on or before **March 3, 2025, | 11:59 p.m. EST**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (**please do not include your photo**)
- Three confidential supervisory reference requests to your EDUrecruit profile from the last seven years, including one from your current post

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the East Asia Regional Council of Schools (EARCOS) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu.

ISS is committed to “Making a World of Difference” in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments

here: iss.edu/what-iss-will-do-now

Aligned with the recommendations of the International Task Force on Child Protection (ITFCP), ISS and EARCOS adhere to a high standard of effective recruiting practices with specific attention to child protection and safeguarding.