

**NAFSA: Association of International Educators
Region X Position Description**

K-12 REPRESENTATIVE

- Term:** Two years, two months
- Appointment:** By regional Executive Committee in consultation with the current K-12 Representative.
- Qualifications:** A NAFSA member/non-member. Minimum of experience of two years in the field of international education. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops, and to K-12 advocacy efforts in NAFSA at the regional and national level. Ability to foster communication within the K-12 community.
- Time Commitment:** One hour per week, with increased responsibilities after team meetings and national and regional conferences, in addition to time commitment for conference calls and meetings.
- Responsibilities:** Attend all team meetings, regional conferences, state conferences, and when possible, the Annual NAFSA Conference. Note that some regional team meetings may be held as teleconferences at the discretion of the Chair:

4 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November); Annual NAFSA Conference (May-June): attend Communications and regional team meetings.

Identify and develop K-12 cohort within Region X.

Lead the communication effort to coordinate support for the K-12 community within the region. Develop and disseminate K-12 materials to cohort and the region in general

Create and develop avenue for K-12 cohort to discuss issues, exchange ideas and best practices on topics including but not limited to: orientation, immigration advising, recruitment, ESL, cultural adjustment, study abroad and programming activities, and internationalizing the K-12 curriculum.

Promote and develop institutional advocacy materials for K-12 community involvement in NAFSA.