

INTERIM LOWER SCHOOL DIRECTOR SEARCH

American School of Madrid
Madrid, Spain

Start Date: August 4, 2025



**Carney
Sandoe**
& ASSOCIATES

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At a Glance



Established
1961



Total Enrollment
1,036



Lower School enrollment
415



Student-teacher ratio
6:1



Nationalities represented
in the student body
60+



Annual operating budget
\$20 Million



Total faculty
157



Campus size
11 acres

Mission Statement

ASM's mission is to ensure all of its students have the skills, habits of mind, and motivation to become citizens of their world, the future. ASM strives for excellence in all aspects of learning and student performance, from academics to service and from the arts to athletics.

Overview

The American School of Madrid (ASM) is a private, independent, not-for-profit co-educational day school for children in grades pre-k (age 3) through 12 (age 17/18). ASM enjoys a very strong international reputation as a premier American school with high academic standards, a commitment to professional development, a thoughtful and innovative approach to instruction, and a warm and supportive school community. Currently, the school enrolls approximately 1045 students from over 50 countries around the world. Founded in 1961, the school aims to provide students with an outstanding college-preparatory education. Today, ASM offers the U.S. high school curriculum, the International Baccalaureate as well as preparing students to meet the requirements to attend Spanish universities. The Lower School (pre-k age 3 to grade five) curriculum provides students with a strong foundation in language arts, mathematics, social studies, Spanish, and a hands-on, inquiry-based science program. A team of learner support teachers work with grade levels to support differentiation and the accommodation of minor learning difficulties and disabilities. Additional support is provided by teaching and learning assistants, some of whom are young, qualified teachers. Specialists provide instruction in art, music, physical education, library science, and Spanish.

ASM is fully accredited by the Middle States Association of Schools and Colleges. The School's present accreditation by Middle States expires in 2029. ASM went through the period of preparation and self-study leading to the development of new strategic objectives during the 2021-22 school year. The school developed strategic goals in the areas of teaching excellence, student wellbeing, ASM DNA, and innovation.

There are an increasing number of international schools and schools that offer a program in or with English language in the Madrid area. What sets ASM apart is both its history and its clear sense of itself as an American School first. ASM was founded in the early 1960s by the then US Ambassador and other American business leaders who saw the need and opportunity for an American school in Spain. They had the foresight to purchase property well outside the city and design a school for the future. The location, on the far side of La Casa de Campo (the King's old hunting grounds), was a set of sleepy villages and sheep farms. It is now one of the premier residential areas around Madrid and in Spain. The founders also established ASM to be governed by a self-perpetuating Board of Trustees, the majority of whom must be Americans and developed what they called the "magic mix" for enrollment, one third Spanish, one third international and one third American. The ethos of being future oriented, American based, and diverse has been preserved and carried forward making ASM the dynamic, stable, and successful school it is today.



Faculty: ASM has a highly experienced faculty, about three quarters of whom hold advanced degrees. Turnover is relatively low for an international school with about 10% turnover in the last few years. ASM has increased staffing levels significantly in the last few years partly to keep pace with enrollment as student numbers increased from 900 to 1045 but also adding positions. In the Lower school the positions added have included a second social and emotional counselor, learner support teachers, additional Spanish teachers and teachers to staff the early childhood specials program and two additional instructional. In the 2025-26 school year the three instructional coaches will take on assistant principal responsibilities one for early childhood, one for grades 2 and 3 and one for grades 4 and 5.

Professional Learning: ASM has developed a strategic focus on in-depth, job-embedded PD opportunities with our 5 K-12 instructional coaches as well as with outside consultants and experts. These opportunities along with Professional Learning Communities, collaborative planning form the majority of our Professional Growth and Learning Program. In addition, we recognize the value of and need for individual learning and growth opportunities and provide the opportunity for staff members to apply for individual professional development. These opportunities are subject to the approval of the Senior Leadership Team and must be an integral component of a teacher's learning and growth plan. ASM has developed a unique collaboration with three other international schools in Spain. The four schools share the costs of consultants and take turns hosting professional learning workshops in areas of mutual interest. These workshops are also opportunities for staff members to share expertise and gain leadership experience.

Lower School Overview

Current enrollment in the Lower School is a little over 420 students in grades PreKinder (three-year olds) to Grade 5. Our capacity in Lower school with our current staffing level is 480 students. An expanded team is working to develop a plan to position the ASM Lower School program so that we can achieve full enrollment.

In the early childhood program, there are three multi-age classes for Kinder-1 (three-year-old) class and Kinder-2 (4-year old) and three Kinder-3 classes (5 year old). Class size in early childhood is capped at 18. There are three to four classes of each of the grades 1 - 5. Class sizes in these grades is capped at 20-22.

Students have Spanish every day while art, music and PE are on a six-day rotation. The school day starts at 9:00 and ends at 15:45. There are after school activities for Grades Kinder-3 up from 16:00 to 17:00 each day Monday through Friday. The Lower School Director is supported by two Counselors, three assistant principals/Instructional Coaches and two full-time secretaries.



Campus/Facilities

The Lower School is in a single two-story building. Early childhood classes for 3- and 4-year-olds (one class of Kinder-1 and two classes of Kinder-2) are full-day programs. The Lower School building includes three classrooms of each grade in Kinder – 3 through grade 5. The Lower School facilities include a full gymnasium, a Learning Commons, and art and music rooms. A relatively new feature of the Lower School is the new play environment. In the latest facilities development phase of the campus master plan, ASM constructed a 4,000 square meter outdoor play and learning area. ASM is one of the few schools in Europe that have certified outdoor play and learning programs and trained play facilitators. The Middle School (Grades 6-8) and Upper School (Grades 9-12) occupy several connected buildings. The facilities for Upper and Middle School students include a new and innovative Middle School building, an award-winning Learning Commons, a relatively new science center and gymnasium, as well as a beautiful center for the arts.

In 2016, ASM developed a new Master Plan for facilities. The school engaged Flansburgh Architects to work with the community to develop a long-range plan to support learning for and in the future. As part of this process the school began a series of World Café style conversations about important learning and the contexts and resources that make that learning possible. With the Board of Trustees and the ASM community the ASM Leadership Team created a set of beliefs about learning to use as a strategic guide to create a unique, connected, and integrated learning environment. ASM has currently finished phases 1 and 2 of the five-phase plan. Phase 1 saw the development of a new multi-purpose sports field and an Athletics Annex. Phase 2 was the construction of a new, purpose-built, Middle School and outdoor play and learning area for the Lower school. Phases 3 and 4 will be the renovation and expansion of the existing Lower School and the renovation of the older, Upper School building. Phase 5 is focused on upgrading and renovating areas for athletics.



Living in Madrid

Madrid is one of the [best places to live in Spain](#). The Spanish capital combines endless work opportunities, high-quality life, and never-ending nightlife with a buzzing social scene, rich culture, and diversity. It's **home to the biggest expat community** in Spain, bringing people from different backgrounds together and forming a tolerant environment.

Madrid has a perfect mix of history and modernity. Its history dates back to prehistoric times. While its **historic sites like Plaza Mayor, the Royal Palace, and The Egyptian Temple of Debod** have been well-preserved, Madrid grew into a world-class city with its **modern architecture like Torres de Colón, Torre Cepsa tower, and BBVA city complex**.

Drenched in culture, Madrid is known as the city of joy and life. Renowned for Flamenco, countless museums, art galleries, historic buildings, and awe-striking architectural prowess, Madrid offers so much for its residents and visitors.

Duties & Responsibilities

The Lower School Director has overall responsibility for the planning and day-to-day administration of the educational and co-curricular program in the Lower School. The Lower School Director reports to the Head of School and is a key member of the ASM Senior Leadership Team. In collaboration with the Lower School Leadership Team s/he will provide leadership to ensure an excellent, well-managed educational program. S/he will achieve this through routine management of the school in accordance with the policies and directions set by the Board of Trustees and Head of School. Primary responsibilities include long term and short-range curricular assessment and planning, teacher supervision and evaluation, student care and discipline, communication with the school community, and budgeting and facilities management.



The Lower School Director is a key member of the ASM Senior Leadership Team. S/he supervises and evaluates the Lower School Staff, develops the Lower School budget, and implements the ASM Strategic Goals in the Lower School, and creates both a separate identity as an elementary school and a real sense of K-12 unity, consistency, and coherence. The Lower School Director works in collaboration with the Lower School Leadership Team to review curriculum, track student learning, and reflect on program development and implementation. The Lower School Leadership Team is made up of representatives from each grade level and subject area coordinators. The Lower School Director is engaged and connected on a day-to-day basis with what is happening in classrooms and with the Lower School Leadership Team and develops the focus of Professional Learning in the Lower School.

Academic & Professional Qualifications

The ideal Lower School Director will be strong at building trust, community and a positive school culture while building a professional culture based on responsibility, accountability and an ongoing dedication to excellence. S/he is a strong team player, who can collaborate with teacher teams and with the school's leadership team. S/he will bring skills, experience, and a fresh perspective to the different groups, someone who has and can model the practices and structures invested in the LS; play, science of reading, conceptually based units, inquiry, effective differentiation, and service.

Qualities and attributes of the successful candidate include:

- An advanced degree in education;
- Excellent proven leadership and administration skills gained in an educational environment internationally or in the United States;
- Outstanding ability to develop and implement a clear vision for the continuous improvement of the Lower School Program, motivating, inspiring and challenging students, faculty, staff and the parent community;
- Interpersonal skills such as cross cultural openness and understanding, listening skills, and empathy;
- An ability to set high standards of academic excellence and establish a constructive and dynamic work ethic among faculty;
- Previous teaching experience at the Elementary School level; recognized as a master teacher;
- Experience with and knowledge of recent research in education particularly in instructional leadership in the core curriculum: language arts, literacy, mathematics, science, and social studies;
- Exceptional team-building skills and interpersonal and communication skills that will enhance the collaboration and partnership between faculty, staff, parents, and the wider ASM community;
- Experience in effectively integrating service learning and global citizenship initiatives into elementary curriculum.

Learn More

Click on the links below to learn more about American School of Madrid.

[School Website](#)

[Mission and Values](#)

[Virtual Campus Tour](#)

[International Baccalaureate](#)

[Lower School at ASM](#)

[School Profile](#)

[About Madrid, Spain](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A statement of educational and leadership philosophy;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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