

HEAD OF SCHOOL SEARCH

CHARLESTON DAY SCHOOL

Charleston, South Carolina
charlestdayschool.org

Start Date: July 2025



Charleston Day School



Carney
Sandoe
& ASSOCIATES

CARNEYSANDOE.COM

Mission

The mission of Charleston Day School is to foster scholarship, integrity, respect and responsibility in our students.

Vision

Charleston Day School partners with families to provide a superior academic, artistic, athletic and ethical foundation, preparing each student for a lifetime of achievement.

At a Glance



Established
1937



Enrollment
247



Total faculty
45



Student-faculty ratio
7:1



Faculty with advanced degrees
66%



Financial aid awarded
\$550,386



Campus size
2 acres

Kindergarten-Grade 5 enrollment: 171

Grade 6-8 enrollment: 76

Students receiving aid: 15%

Endowment: \$4.7M

Annual operating budget: \$6.9M



Overview

Charleston Day School (CDS), established in 1937, is a prestigious independent K-8 school located in the heart of beautiful and historic Charleston, South Carolina. Known for its excellent academic program, emphasis on character, close-knit community, and joyful commitment to nurturing well-rounded individuals, CDS provides a unique educational experience that combines traditional values with innovative teaching methods. With a student body of approximately 245, the school maintains small class sizes and a vibrant learning environment in a city steeped in history, ensuring personalized attention and fostering strong relationships among students and faculty.

CDS prides itself on a curriculum that emphasizes critical thinking, creativity, and character development. With a mission to instill, “scholarship, integrity, respect, and responsibility,” students engage in a balanced program that includes rigorous academics, arts, athletics, and community service. CDS gives students the time to embrace curiosity, develop a love of learning, and grow into the best version of themselves. For generations, Charleston Day students have graduated as confident learners and practiced public speakers, with the study skills and organizational skills that support their success in high school and beyond.

The incoming Head of School will join Charleston Day at an auspicious time. The acquisition of a new property—the Fielding campus expansion—marks an exciting new chapter in the school’s history and provides the space needed to permanently sustain CDS in its current location. The next Head of School will support the continued excellence of Charleston Day’s program and community, while also serving as the school’s “chief storyteller,” supporting the school’s enrollment and retention, fundraising, and relationship-building work both internally and externally. As one community member noted, “The Head of School needs to be genuinely invested in and genuinely passionate about the kids and the school... Someone who truly cares about the best interests of teachers, the students, and parents by supporting them through open communication and problem solving.”



Charleston, SC

Charleston, often referred to as the “Holy City” due to its numerous churches and rich religious history, is renowned for its well-preserved architecture, historic landmarks, and vibrant cultural scene. Founded in 1670, Charleston boasts a blend of Southern charm and modern sophistication. The city’s cobblestone streets, antebellum houses, and picturesque waterfront make it a living museum of American history.

In addition to its historical significance, Charleston is a bustling economic hub with a diverse economy that includes tourism, manufacturing, technology, and education. The city is home to several higher education institutions, fostering a strong educational community. Charleston’s warm climate, beautiful beaches, and robust arts and culinary scenes make it an exceptional place to live and work.

Opportunities and Challenges

The next Head of School at Charleston Day will embrace challenges and opportunities including:

Ensuring an Exceptional Educational Program: The next Head of School will nurture the school’s commitment to academic excellence by maintaining high academic standards while continually enhancing the curriculum, actively partnering with faculty and administrators, and supporting evolving best practices in teaching and learning.

Recruiting, Supporting, and Retaining Excellent Faculty: Charleston Day’s excellent faculty are the lifeblood of the school. In addition to recruiting, hiring, and retaining mission-aligned faculty and staff, the Head plays a critical role in developing and supporting teachers, recognizing their strengths and skills, and ensuring their continuous growth.

Community Engagement: The incoming Head of School will have the chance to further strengthen the sense of community among students, parents, faculty, and alumni. Fostering and maintaining Charleston Day’s welcoming, joyful, and collaborative environment will be essential in maintaining the school’s close-knit and supportive culture.

Strategic Growth: The incoming Head will play a critical role in the physical development of the school, partnering with the Board to further fundraising efforts, overseeing the Fielding campus expansion and the programmatic enhancements the new spaces facilitate. The Head will also work to build on the excellent program in the Lower School, establish the Middle School as a destination in itself, and further strengthen the school’s marketing and enrollment management efforts to ensure a sustainable future.



Thoughtful Change Management: Navigating the evolving landscape of education will require flexibility, adaptability, and careful attention to the pace of change, as the school evolves in light of technological advancements, societal shifts, and increased understanding of how to support student wellbeing—while honoring Charleston Day’s rich history and traditions.

School Operations: Ensuring the continued smooth operation of the school, which includes faculty development, facility maintenance, and administrative efficiency, will be a critical ongoing task. The Head will be charged with the effective management and stewardship of resources and will be expected to communicate proactively and transparently as the school moves into its next chapter.

Qualifications and Personal Attributes

Charleston Day is seeking in its next Head of School an experienced and inspiring educational leader who fully embraces the school’s mission and vision. The strongest candidates will offer most or all of the following qualifications and qualities:

Professional Qualifications

- A deep understanding of, and appreciation for, the joys and compelling qualities of a Kindergarten - Grade 8 school;
- Experience recruiting, hiring, supporting, and retaining talented, broadly diverse, and mission-aligned faculty;
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity, both orally and in writing;
- The ability to articulate vision and strategy and the tactical skills necessary to manage the systems and processes necessary to implement strategy;
- A forward-facing, external orientation with strong fundraising capabilities and the ability to serve as an ambassador for CDS in the broader community;
- Depth of experience in curriculum and instruction, school operations, strategic planning, and board relations; and
- Experience working in partnership with an engaged parent community that has appropriately high expectations for the school.



Leadership Style

- The ability to empower and support faculty and build a cohesive team. A warm, welcoming, approachable, and enthusiastic approach to leadership;
- A commitment to honoring multiple perspectives in order to maintain an authentic, inclusive community;
- An understanding of and respect for the school's history and the ability to serve as an agent of progress, not merely an agent of change; and
- The confidence and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace and a keen sense of emotional intelligence.

Personal Qualities

- Alignment with Charleston Day's mission and vision, including a fundamental belief in the joy of working with young children;
- Eagerness to engage actively with students, parents, and faculty and staff and willingness to prioritize visibility amidst the demands of a busy professional schedule; and
- Highly relational, upholding the highest levels of integrity.

Learn More

Click on the links below to learn more about Charleston Day School.

[About](#)

[High School Matriculation](#)

[Mission and Vision](#)

[About Charleston, South Carolina](#)

[Campus and History](#)



To Apply

Interested candidates are asked to submit the following materials as **separate PDF documents**:

- A cover letter expressing their interest in this particular position
- A current résumé

As the process moves forward, selected candidates may be asked to submit:

- Writing samples specific to this search
- 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)

Candidates are invited to contact the consultants in confidence and to submit a résumé and cover letter to:

Marsha Little
Senior Consultant,
Director of Professional Learning and Growth
marsha.little@carneysandoe.com

Charlie Britton
Senior Consultant
charles.britton@carneysandoe.com