



**Associate Head of School for Academic Affairs
Carolina Day School – Asheville, NC
July 2025**

Located in beautiful Asheville, North Carolina, Carolina Day School has served as our region's premier independent day school since its beginning in 1936 as Asheville Country Day School. Our PreK-12 school combines rigorous academics with supportive, adaptive teaching and a close-knit community that nurtures both critical and integrative thinking. At Carolina Day, we prepare students not just for college, but for fulfilling lives of purpose as thoughtful, resilient citizens in an increasingly complex world through a robust, well-rounded liberal arts education that fosters a community of critical thinkers, compassionate leaders, and passionate lifelong learners.

Teaching excellence and community is vital to Carolina Day School's mission and success, and we value our dedicated faculty who bring passion and expertise to the classroom, forming exceptional relationships that become the foundation of each student's journey. Our academic program is one in which the traditional emphasis on character, community, and academic rigor is amplified across all



**Carney
Sandoe**
& ASSOCIATES

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grades and divisions by our strength in social-emotional development and our fluency in differentiated learning and adaptive teaching. Our unique strength in adaptive teaching has been honed over the last 27 years in large part through the training and methodology of our fourth division, the Key School, which was created in 1997 with the purpose of providing high-potential academic achievers with language-based learning differences an adapted instruction rooted in Orton-Gillingham methodology. Since 1997 the Key School has been ensuring bright students with unique learning profiles thrive in middle school, high school, college, and beyond, and the philosophy and methodology has permeated across all CDS's divisions, resulting in curriculum and instruction that adapts to students' unique learning styles, challenges them to persevere, and encourages them to take ownership of their learning through inquiry, exploration, and reflection.

The Associate Head of School for Academic Affairs will be an integral part of this vibrant educational environment, supporting the school's mission through strategic oversight of academic programming, the cultivation of an inclusive and dynamic learning experience, and a commitment to excellence across all divisions and disciplines. As a key leader, this role will drive the enhancement of Carolina Day's academic vision, commitment to teaching excellence, and create an environment where all students, faculty, staff, and parents feel an understanding of the program's current state and future direction, therefore ensuring that each student benefits from the highest standards of intellectual engagement, personal growth, and character development.



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This role is an invitation to contribute to a school that not only values academic excellence but also deeply understands and supports the developmental journey of every student and faculty member.

It is also an exciting opportunity for a professional who is motivated by both our existing strengths and success as well as the opportunity to make their own mark through leading and enhancing the overall academic program, overseeing school-wide instructional practices, driving academic strategy, developing a school-wide teaching excellence and support systems, and serving as the leadership thought-partner that keeps CDS's academic program in the center of overall institutional strategy.

In joining Carolina Day, the Associate Head for Academic Affairs will partner with our exceptional team to further our commitment to fostering relationships, embracing challenges, celebrating tradition, and honoring diversity. The Associate Head of School for Academic Affairs will serve as an influential leader and highly visible presence at Carolina Day School, and is vital to fostering a dynamic teaching and learning community at Carolina Day, supporting teaching excellence and students' academic, athletic, and personal growth. Working closely with the Head of School, division principals, and senior administrators, the Associate Head for Academic Affairs will provide strategic partnership to the Head of School and will contribute to the daily advancement of Carolina Day's academic goals and standards.

In this capacity, the Associate Head will oversee the Lower & Middle School Divisions Principal, the Key School Principal, the Upper School Principal, the Athletic Director, and others to coordinate and lead initiatives across various programs and divisions.

Key responsibilities will include:

- Enhancing Carolina Day School's academics by ensuring a unified approach and direction to teaching and learning across all grades and divisions.



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- Working closely with the academic leaders to cultivate inclusive, supportive environments for learning and to build a curriculum that reflects the school's commitment to diversity and belonging.
- Acting as a thought leader, both within Carolina Day and the wider educational community, to showcase the school's achievements and share expertise through speaking engagements and other advocacy.
- Partnering with the Chief People Officer to enhance and support teaching excellence through the development of metrics, measurements, and focused programs for growth, evaluation, and continuous learning for our educators.
- Supporting the Head of School in mentoring and empowering academic leaders throughout the school.
- Spearheading initiatives and programs across all divisions to foster collaboration, innovation, and employ a standard of measurement that fosters strong student experiences and outcomes.
- Developing more robust, unified student support and enrichment programs that elevate and enhance our goal of providing students both holistic support and high-level enrichment opportunities that foster our students' curiosity, growth, success, and confidence in communicating, creating, and acting with courage, clarity, vision, and purpose.
- Partnering with HR and division heads on faculty recruitment, hiring, and evaluation processes.
- Overseeing the SAIS accreditation process (next scheduled for 2027, with self-study beginning in 2026) and coordinating other essential departmental and divisional reviews.



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Qualifications and Desired Attributes

The Associate Head of School for Academic Affairs will bring a proven record of educational leadership, community engagement, and administrative expertise. The most qualified candidates will exhibit many or all of the following qualifications and characteristics:

Professional Qualifications

- Deep knowledge of academic programs and initiatives within a multi-division independent school setting.
- Experience in curriculum development and an understanding of innovative teaching practices across divisions.
- A minimum of 10 years of Leadership responsibility in independent school education with considerable academic management experience
- Strong interpersonal and communication skills, with the ability to articulate vision and inspire across various audiences.
- Skill in translating strategic goals into efficient systems and processes, while adeptly responding to new challenges.
- Excellent written and oral communication skills to facilitate effective communication with students, parents, colleagues, and board members
- A demonstrated commitment to fostering an environment of diversity, equity, inclusion, and belonging through curriculum development and supporting both faculty and student growth.
- A background in recruiting, supporting, and leading a diverse, mission-aligned faculty team.
- A thoughtful, innovative approach to managing change, with sensitivity to community needs and dynamics.



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Leadership Style and Personal Qualities

- Dedication to hard work, creative problem-solving, and personal development.
- An inquisitive mindset and a drive to stay engaged with the latest research and best practices in education.
- The confidence and humility to propose new ideas, welcome feedback, and address challenging conversations with respect and poise.
- A commitment to campus visibility and engagement, balancing a demanding schedule with an active presence.
- A mindset focused on growth, recognizing the ongoing evolution of a thriving school.
- Strong organizational abilities, with skills in prioritizing, delegating, and managing complex systems.

To Apply

Interested and qualified candidates should submit, and as separate PDF documents, the following materials:

1. Current resume, including phone number and email address
2. Cover letter stating interest in and qualifications for the position
3. An educational philosophy statement
4. Reference List

To John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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