

# ASSOCIATE HEAD OF SCHOOL SEARCH

## ISIDORE NEWMAN SCHOOL

New Orleans, Louisiana  
newmanschool.org

Start Date: July 2025



**Carney  
Sandoe**  
& ASSOCIATES

CARNEYSANDOE.COM

# Mission Statement

Newman inspires individual growth and academic excellence within an inclusive community committed to strong relationships and high expectations.

## Core Values

Honesty, Kindness, Respect, and Responsibility

## Motto

Discimus Agere Agendo – “We learn to do by doing”

## At a Glance



Established  
1903



Enrollment  
1,250 (EC-12)



Total faculty  
168



Endowment  
\$46M



Students of color  
24%



Financial aid awarded  
\$3.3M



Students receiving aid  
23%



Campus size  
11 acres

Faculty of color: 20%

Annual operating budget: \$33M

AP courses: 16

State championships: 114



## Overview

Founded in 1903, Isidore Newman School is a co-educational independent school with a prominent early childhood program and a nationally recognized pre-kindergarten through 12th grade program that serves high-achieving and highly motivated students. Located in the heart of Uptown New Orleans, blocks away from Tulane and Loyola University and with a current enrollment of 1250 students, Newman is the only co-educational, non-sectarian, Early Childhood through Grade 12 independent day school in the city of New Orleans. The school enjoys a national reputation for excellence and achievement in academics, athletics and the arts.

Students, teachers, and coaches at Newman work collaboratively, striving for excellence in a challenging and supportive academic environment. Students engage and thrive at Newman because teachers challenge them and care deeply about them as scholars and people. Essential to the school culture are strong relationships and high expectations in all endeavors. Across the school and across constituencies there is a focus on building deep relationships and delivering rigorous programs. The core values of the school—honesty, kindness, respect, and responsibility—are visibly integrated into every aspect of school life in a culture that values diversity, inclusion, and professionalism. A community of high achieving and motivated students and teachers focused on intellectual inquiry and engagement, Newman is committed to best practices in teaching and learning, thoughtfully embracing innovation while honoring over a century of rich tradition. [Newman's Five Guiding Frameworks](#) serve as an essential foundation for the work of the school.

The Associate Head of School will serve as a critical partner to and work alongside Head of School Dale Smith, who has served Newman as Head since July 2013. The incoming Associate Head will be an active and visible presence on campus and will play a critical role in overseeing the day-to-day operations of the school, as Newman delivers on its mission to “inspire individual growth and academic excellence within an inclusive community committed to strong relationships and high expectations.” This leader will hold responsibility for providing vision, coordination, and oversight as they relate to delivering the highest quality academic programming at Newman, ensuring structures, strategies, and systems for curricular and co-curricular programs are aligned, adaptive, and consistent with current best practices.



## Roles and Responsibilities

The Associate Head of School will work collaboratively with all constituents at Newman to enhance the school's ability to deliver on its mission by nurturing the diverse and inclusive community of learners and fostering the academic, artistic, athletic, and personal development of each student. In partnership with the Head of School, division heads, and other senior administrators, the Associate Head will be a highly visible presence in the school, serving as a thought partner to the Head of School and shaping the day-to-day implementation of Newman's educational program. Direct reports will include the Heads of Early Childhood, Lower, Middle, and Upper Schools, Director of Athletics, Director of Technology, and Director of College Counseling. The Associate Head is ultimately responsible for the supervision and evaluation of all teaching faculty. Core responsibilities include:

- Support, refine, and augment Newman's excellent academic program, working in close partnership with the division heads and divisional academic leadership and maintaining a visible and collaborative presence in the academic life of the school
- Organize, supervise, and support the recruitment, hiring, support, evaluation, and retention of teaching faculty
- Promote the growth, development, efficacy, and professionalism of the faculty by overseeing the school-wide professional development and individual professional development requests
- Work collaboratively with the Director of Community and Inclusion and the Student Support Team to construct inclusive and healthy learning environments for all students
- Partner with the Director of Admissions and Director of Advancement to support external functions of the school and with the Chief Financial Officer to oversee day-to-day operations of the campus
- Manage all aspects of the ISAS accreditation process (next accreditation in 2031)
- As necessary, represent the Head of School at internal and external meetings, presentations, and committees



## Qualifications and Personal Attributes

The Associate Head of School will bring an impressive record as an educator and school leader who has previously served in senior administrative roles of considerable responsibility. Competitive candidates will have classroom experience and deep familiarity with strategic planning, faculty hiring, teacher evaluation, curriculum development, student life, budgeting, and management of complex processes. The most competitive candidates will offer most or all of the following qualifications and qualities:

### Professional Qualifications

- Nuanced understanding of the academic and programmatic dimensions of a complex, multi-division independent school
- Experience recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty and senior leadership
- Experience as a curricular leader and deep knowledge of current best practices and innovation in curriculum and pedagogy, preferably across multiple school divisions
- Strong interpersonal skills and the ability to communicate orally and in writing with inspiration and clarity to both internal and external audiences
- The ability to articulate vision and strategy, the tactical skills to deftly manage the systems and processes necessary to implement strategy, and the organizational fluency to manage multiple streams of information and respond to situations as they emerge
- Personal and professional commitment to diversity, equity, inclusion and the requisite skillfulness to support student and faculty growth in this area and to facilitate critical conversations in the design of ever-more inclusive curriculum and programs
- A history of thoughtful innovation moderated by a skillful and sensitive approach to change



### **Leadership Style and Personal Qualities**

- Commitment to hard work and creative problem solving, while demonstrating humility and the willingness to learn from and with one's colleagues
- A spirit of curiosity that fuels the pursuit of evolving best practices and current research on curriculum and pedagogy; a commitment to continuous learning
- The courage, confidence, and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace
- Eagerness to engage actively with students, faculty, parents, and alumni and willingness to prioritize visibility amidst the demands of a busy professional schedule
- The ability to navigate complexity, in part through effective prioritization, delegation, and management of systems
- Exceptional organizational skills and attention to detail.
- Reflective and thoughtful, upholding the highest levels of integrity
- A sense of humor, enthusiasm for schools, and genuine excitement for the role
- Appreciation of the unique culture of New Orleans and the role that Newman plays within the city and beyond

# Learn More

Click on the links below to learn more about Isidore Newman School.

[School Website](#)

[School Profile](#)

[Diversity, Equity, and Inclusion](#)

[About New Orleans, Louisiana](#)

[Signature Programs](#)



# To Apply

Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing 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)

**Review of candidate materials will begin immediately.** Candidates are invited to contact the consultants in confidence and to submit a résumé and cover letter as soon as possible to:

## **Marsha Little**

Senior Consultant

marsha.little@carneysandoe.com

## **Chris Boyle**

Consultant

chris.boyle@carneysandoe.com