



**French Program Manager (Lower School)  
Kennedy International School – New York, NY  
August 1<sup>st</sup>, 2025**

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**About Kennedy International School**

Kennedy International School is an independent institution located in the heart of Manhattan, offering an exceptional bilingual and multicultural education. Its approach is rooted in self-expression and differentiated pedagogy, designed to empower students from early childhood through 12th grade. The school provides a rigorous bilingual education that fosters global thinking and intercultural respect, helping to shape future leaders who embody empathy, integrity, and the skills needed to thrive in an ever-evolving world.



Kennedy International School nurtures curiosity and creativity, celebrates the diversity of its community, and embraces differences. The school cultivates an inclusive environment that champions education, personal growth, and global citizenship.

Students at Kennedy International School are fully immersed in their selected languages, not merely studying them as second languages. The school offers bilingual instruction in English-French or English-Japanese, including subject-specific classes taught in these languages. Preschool students applying for Pre-



K 3, Pre-K, and Kindergarten do not need prior knowledge of French or Japanese, as they will learn and develop their language skills in class with the guidance of highly trained teachers.

In grades 11 and 12, Kennedy International School offers the prestigious International Baccalaureate (IB) Diploma Programme. This globally recognized diploma can be pursued in English, French, or a combination of both, opening doors to top-ranked universities in the US and internationally. Students opting for the bilingual track can earn an advanced bilingual diploma, a distinction offered at only three schools in North America. To prepare for the demands of the IB program, 10th-grade students follow a pre-IB track designed to ease their transition into this rigorous curriculum.

Kennedy International School is accredited by the French Ministry of Education through 9<sup>th</sup> Grade and is part of the Agency for French

Education Abroad (AEFE) network. It is also accredited by the New York State Education Department, and its early childhood programs are regulated by the New York City Department of Health and Mental Hygiene. Additionally, the high school is an International Baccalaureate Organization (IBO) School offering the Diploma Programme.

The **French Program Manager (Lower School)** reports to the Lower School Director and is responsible for overseeing all aspects of the French program from Nursery through Grade 5. This leadership role ensures high-quality French language instruction through curriculum development, teacher supervision, student assessment, and program coordination while maintaining compliance with accreditation standards.



**Additionally, the French Program Manager typically holds a *Certificat d'Aptitude aux Fonctions de Formateur (CAFIPEFM)* and serves as the direct supervisor for all French teachers and French-speaking teacher assistants.**

Key Responsibilities:

### **1. Curriculum Development & Implementation**

- Design, refine, and implement a comprehensive French language curriculum for lower school students.
- Ensure alignment with academic standards and language acquisition goals.

### **2. Teacher Support & Professional Development**

- Supervise, mentor, and support French teachers and French-speaking teacher assistants.
- Organize and facilitate professional development workshops and training sessions.
- Oversee the annual performance evaluation process for French teachers and assistants.

### **3. Student Learning & Assessment**

- Monitor and assess student progress in French language acquisition.
- Implement strategies for differentiated instruction to support diverse learners.
- Conduct evaluations for prospective students to assess language proficiency and placement.

### **4. Program Coordination & Administration**

- Coordinate French-related academic projects and initiatives.
- Oversee the selection, distribution, and management of instructional materials and resources.
- Lead the hiring and interview process for French teachers.
- Serve as a substitute teacher for planned (professional development) and unplanned absences.

## 5. Compliance & Accreditation

- Ensure program compliance with the French Ministry of Education's accreditation requirements.
- Serve as a liaison with the Agency for French Education Abroad (AEFE) and other relevant educational organizations.



### Qualifications:

- Native or heritage proficiency in French and deep knowledge of instruction methodologies.
- *Certificat d'Aptitude aux Fonctions de Formateur (CAFIPEMF)*
- Experience in curriculum development and instructional leadership.
- Strong background in teacher supervision and support.
- Familiarity with accreditation processes and educational standards.
- Excellent organizational, communication, and leadership skills.
- Excellent command of the English language

This role is ideal for an educator passionate about French language instruction and committed to fostering an engaging and dynamic learning environment for students and teachers alike.

**Salary Range:** \$110,000-120,000

### To Apply

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

- A cover letter expressing interest in this particular position;
- A current resume with all dates included; and
- A list of five professional references with the name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established)

to Stuart Lemay ([stuart.lemay@carneysandoe.com](mailto:stuart.lemay@carneysandoe.com)), and Njeri Allen ([njeri.allen@carneysandoe.com](mailto:njeri.allen@carneysandoe.com)). Please do not contact the school directly.