



Upper School Director
Kennedy International School – New York, NY
July 2025

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



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English-Japanese, including subject-specific classes taught in these languages. Preschool students applying for Nursery (3 years old), 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 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 (IB) School offering the Diploma Programme.



The **Upper School Director** will play a vital leadership role in advancing the mission and vision of Kennedy International School. This individual will oversee the 6th through 12th grade, ensuring academic excellence, operational effectiveness, and a stimulating environment for students, families, and staff. The Upper School Director is responsible for managing and supporting the French-English bilingual track, the inaugural international track as well as the International Baccalaureate Diploma Programme, ensuring that all students have access to a high-quality, immersive bilingual education.

Leadership and Management

- Vision and Strategic Planning: Develop and articulate a clear vision for the lower school that aligns with the overall mission and values of the institution.
- Team Leadership: Lead, mentor, and evaluate lower school faculty and staff, fostering professional growth and ensuring a collaborative, positive environment.



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- **Operational Oversight:** Manage day-to-day operations of the lower school, including schedules, events, and communication with stakeholders.
- **Curriculum and Instruction:** Oversee the design, implementation, and evaluation of the lower school curriculum to ensure it meets the highest academic standards while addressing the needs of diverse learners.

Student-Centered Focus

- **Academic Excellence:** Promote a culture of academic rigor and innovation, ensuring that students are challenged and supported to reach their full potential.
- **Student Support:** Collaborate with counselor, language specialists, DEI coordinator, and faculty to address the academic, social, and emotional needs of students.
- **Character Education:** Foster a culture of respect, integrity, and responsibility, integrating character education into the daily life of the school.

Faculty and Staff Development

- **Professional Development:** Design and implement professional development opportunities that align with the school's educational goals and priorities.
- **Performance Evaluation:** Conduct regular observations and evaluations of faculty and staff, providing constructive feedback and support.

Community Engagement

- **Parent Relations:** Serve as a primary point of contact for lower school parents, addressing concerns, communicating effectively, and fostering strong partnerships.
- **Admissions Support:** Collaborate with the admissions team to evaluate prospective students and ensure a smooth transition for new families.
- **Community Building:** Organize and participate in events, fostering a strong sense of community among students, parents, faculty, and staff.

Administrative Responsibilities

- **Policy Development and Implementation:** Develop, enforce, and review policies and procedures to ensure a safe, inclusive, and productive learning environment.
- **Data Analysis:** Use data to assess student performance, inform decision-making, and track progress toward goals.



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- Collaboration with Leadership Team: Work closely with the head of school and other division heads to ensure alignment and coherence across all divisions.

Innovation and Adaptability

- Integration of Technology: Stay abreast of advancements in educational technology and integrate tools that enhance learning and teaching.
- Crisis Management: Handle emergencies and unexpected challenges with calm and decisive leadership.

Key Expectations

- Exemplary Communication Skills: Maintain clear, consistent, and professional communication with all stakeholders.
- Cultural Competence: Demonstrate sensitivity and commitment to diversity, equity, and inclusion in all aspects of school life.
- Visibility and Approachability: Be a visible and accessible presence in the school community, fostering trust and strong relationships.
- Commitment to Excellence: Uphold the highest standards in academics, character development, and professional conduct.
- Visionary Leadership: Continuously seek ways to improve the lower school experience, keeping the school at the forefront of educational excellence.



Annual Salary Range: \$140,000-\$150,000.

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



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