



METAIRIE PARK COUNTRY DAY

UPPER SCHOOL PRINCIPAL
Metairie Park Country Day School – Metairie, LA

July 2025

Metairie Park Country Day School seeks an experienced and capable educator who enjoys working with young people to fill the position of Upper School Principal. As a senior academic administrator, the Upper School Principal will oversee the day-to-day operations of the Upper School in a manner consistent with direction from the Head of School. We are seeking an inspired professional who will manage pedagogy and constituent relationships with emotional intelligence, cultural awareness, and professionalism. The successful candidate will also be an excellent communicator with strong organizational skills necessary to lead within a collaborative and forward-thinking environment. The Upper School Principal reports to the Head of School and serves as a key member of the school's administrative leadership team. An advanced degree in education or educational leadership is preferred, along with Upper School leadership experience in an independent school environment. This full-time 12-month position includes a highly competitive salary and a comprehensive benefits package along with all school year holidays. The expected start date for this position is July 1, 2025.



About Metairie Park Country Day and the Upper School:

Information about Country Day and the Upper School is available on our website: www.mpcds.com



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Responsibilities:

Specific Responsibilities of the Upper School Principal include:

- Assisting the Head of School in implementing the strategic vision of the School and the fulfillment of the School's mission
- Serving as both the educational and instructional leader of the Upper School, contributing to all decisions regarding curriculum, instruction, and assessment in the Upper School
- Working alongside the Academic Leadership Team to ensure coherence across all educational programming, from curricular scope and sequence to pedagogical integrity and authentic assessment of student achievement
- Taking the lead role hiring, supporting, supervising, managing and evaluating all Upper School faculty and staff
- Participating in all admission decision-making processes for the Upper School from class size to student enrollment and retention
- Ensuring that the Upper School student body pursues the mission of the School, cultivating strength of character and strength of intellect as they yearn to live, learn, and lead well
- Supervising and leading all aspects of student life, from student activities and service to the School's varied discipline processes
- Maintaining a safe, welcoming, and inclusive environment throughout the campus
- Additional related duties as assigned by the Head of School

Qualifications:

The ideal Upper School Principal will have the following traits and assets:

- Proven success at working collaboratively in school leadership at multiple levels
- A passion for creating a curious, engaged faculty culture through faculty development, conversation, and community
- A strong understanding of adolescent development and a genuine love of working with teenagers
- A demonstrated commitment to leading a diverse community
- Proven skills in written and oral communication across school constituencies, including faculty, staff, parents, and students



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- A keen understanding of the nuances of independent schools, including their mission and function
- A willingness to learn about the Country Day and New Orleans cultures while contributing to the ongoing evolution of those cultures
- A positive attitude, a growth mindset, and a sense of humor
- Strong listening skills
- Exceptional organizational skills and attention to detail

Metairie Park Country Day School does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, veteran status, age, disability or any other characteristic protected by federal, state, or local law.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

To Apply

Interested and qualified candidates should submit, and as separate 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. A list of five professional references with name, relationship, phone number, and email address

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



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