

# ASSISTANT HEAD OF SCHOOL SEARCH

## RYE COUNTRY DAY SCHOOL

Rye, New York  
ryecountryday.org

Start Date: July 2025



Carney  
Sandoe  
& ASSOCIATES

CARNEYSANDOE.COM

# Mission

Rye Country Day School is a coeducational, college preparatory school dedicated to providing students from Pre-Kindergarten through Grade 12 with an excellent education using both traditional and innovative approaches. In a nurturing and supportive environment, we offer a challenging program that stimulates individuals to achieve their maximum potential through academic, athletic, creative, and social endeavors. We are actively committed to diversity. We expect and promote moral responsibility and strive to develop strength of character within a respectful school community. Our goal is to foster a lifelong passion for learning, understanding, and service in an ever-changing world.

## At a Glance



Established  
1869



Enrollment  
966



Total faculty  
126



Admission Admit Rate  
24%



Students of color  
47%



Faculty with advanced degrees  
85%



Financial aid awarded  
\$7.4M



Campus size  
26 acres

Faculty of color: 24%

Students receiving aid: 15%

Endowment: \$80M

Annual operating budget: \$46M

Mascot: Wildcats (Willy the Wildcat)



## Overview

Rye Country Day School (RCDS) is a Pre-Kindergarten through Grade 12 coeducational independent day school dedicated to inspiring excellence with a purpose. Since 1869, the school's motto has been *"Not for Self, but for Service."* To that end, RCDS students enjoy a challenging educational experience that combines intellectual mastery with real-world perspective. Students, who hail from Fairfield County (CT), Westchester County (NY), and New York City, are bright, articulate, and engaged. They excel academically while also exploring art, music, athletics, and many other endeavors. Throughout their years at RCDS, students discover their unique strengths, expand on their capabilities, develop their intellects, and strive for the exceptional. As a result, they are accepted to and flourish in the best colleges and universities.

A superior education embraces the concept that to educate is to do more than to teach. RCDS regards the student as a whole person and seeks to assist students in fulfilling their potential for personal growth by providing an environment that nourishes cultural, social, and physical needs, as well as moral and ethical sensitivities, thus helping young people to define an image of themselves that they can accept and respect. Academically, Rye Country Day offers a comprehensive program that enables students to think independently, write and speak with clarity, and appreciate the values and joys of the humanities, arts, and sciences.

The incoming Assistant Head will join a talented senior leadership team and will serve as a close partner to Head of School Randall Dunn, who assumed leadership of RCDS in July 2022. The Assistant Head will play a critical role in continuing the forward momentum of the school's strategic planning processes, as RCDS completes its current Plan and prepares to launch a new Strategic Plan in fall 2025. Among other initiatives, the Assistant Head will oversee the academic program and support thoughtful change management as the school carefully considers the role of Advanced Placement courses and amplifies student-centered learning through a multi-year study of Competency Based Learning.





# Assistant Head Roles and Responsibilities

The Assistant Head of School serves as a crucial thought partner and advisor to the Head of School and bears overarching responsibility for aligning all academic and co-curricular programs in service to the school’s mission. In partnership with the Head of School, Assistant Head of School for Finance and Operations, division principals, and other senior administrators, the Assistant Head will be a highly visible presence in the school, helping to shape the day-to-day implementation of the school’s philosophy and long-term planning. The Assistant Head will lead curricular design and innovation, as well as strategic initiatives that ensure an integrated educational experience for students and a rewarding professional path for members of the faculty. Core responsibilities are likely to include:

- Serving as a strategic thought partner to the Head of School and participating as a collaborative and engaged member of the senior administrative team;
- Designing and refining systems, processes, and structures that will facilitate a more cohesive and consistent student experience in K-12 curricular and co-curricular programs;
- Chairing the Curriculum Council and working in partnership with faculty and academic leadership to further develop and refine the curriculum and pedagogy, to ensure it is both relevant and innovative;
- Helping the school to move forward in its strategic initiatives, by carefully balancing a rich history and tradition with a commitment to evolving best practices and openness to new ideas;
- Continuing to cultivate an inclusive and diverse community that is grounded in equity;
- Assisting the Head of School in supporting, developing, and empowering the team of senior leaders;
- Assisting the Head of School and the Assistant Head for Finance and Operations with the general administration of the school, including planning, organization, management, and supervision of all day-to-day operations;
- Coordinating the school’s accreditation process (most recent accreditation completed in 2024), special committees, and task forces;
- Serving as Complaints Management Officer, assisting with complaints resolution and legal issues;
- Coordinating the Learning and Innovation Committee of the Board of Trustees with the Dean of Faculty and Employees and liaising between the committee and the administration, faculty, and staff;
- Assisting with the development of the master calendar, updating of school handbooks, and compliance with NY State requirements for non-public schools;
- Supporting the activities of the Parents Association;
- Maintaining a strong presence in all areas of the school, keeping the Head informed of the general programs, activities, challenges, and opportunities of the school;
- In partnership with the Assistant Head for Finance and Operations, attending to the needs of the school in the absence of the Head and representing the Head of School as necessary at RCDS meetings and functions and in other engagements outside of the immediate RCDS community; and
- Supervising and supporting direct reports as determined in consultation with the Head of School.



## Qualifications and Personal Attributes

The Assistant Head will bring an impressive record as an educator and a community builder who has previously served in roles of considerable responsibility. The most competitive candidates will offer most or all of the following qualifications and qualities:

### Professional Qualifications:

- Nuanced understanding of the academic and student life dimensions of a multi-division independent school;
- Experience as a curricular leader and deep knowledge of current best practices and innovation in curriculum, pedagogy, and student life, preferably across multiple school divisions;
- 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, and 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;
- Strong organizational, management, and execution skills with significant attention to detail;
- Experience working in partnership with an engaged parent community that has high expectations of the school;
- A history of thoughtful innovation moderated by a skillful and sensitive approach to change; and
- The ability to navigate complexity, in part through effective prioritization, delegation, and management of systems.

### Leadership Style and Personal Qualities

- A spirit of curiosity that fuels the pursuit of evolving best practices and current research on curriculum and pedagogy;
- 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 faculty and willingness to prioritize visibility and accessibility amidst the demands of a busy professional schedule;
- A commitment to excellence, an indefatigable work ethic, and experience prioritizing and managing unexpected interruptions;
- Reflective and thoughtful, upholding the highest levels of integrity;
- Creative, empowering, transparent, and capable of inspiring trust from stakeholders across the community; and
- A track record of building deep relationships through self-awareness and emotional intelligence.

# Learn More

Click on the links below to learn more about Rye Country Day School.

[School Website](#)

[Portrait of a Graduate](#)

[School History](#)

[College Matriculation](#)

[January 2024 State of the School](#)

[Virtual Campus Tour](#)

[Strategic Plan](#)

[About Rye, New York](#)

## 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 or responses to writing prompts 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)

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,  
Director of Professional Learning and Growth  
marsha.little@carneysandoe.com

### **Amy Rogers**

Consultant  
amy.rogers@carneysandoe.com

*The full-time equivalent salary range for this position is \$200-\$300K. Housing is provided. The starting salary is based upon, but not limited to, several factors that include type and years of experience, education level, and expertise. Rye Country Day School offers a full benefits package that includes medical, dental, vision, life insurance for employees, employer contribution toward dependent insurance premium, a generous match on the 403(b) retirement plan, long-term and short-term disability insurance, flexible spending account, and free lunch. Eligibility rules must be met.*