

ASSISTANT EXECUTIVE DIRECTOR SEARCH

UNITED NATIONS INTERNATIONAL SCHOOL

New York, NY

unis.org

Start Date: July 2024



**Carney
Sandoe**
& ASSOCIATES

[CARNEYSANDOE.COM](https://carneysandoe.com)

Mission Statement

Under the auspices of the United Nations and guided by its ideals, UNIS provides a rigorous international program in an inclusive and diverse learning environment focused on academic excellence. UNIS fosters innovation, creativity, and cross-cultural communication, educating, and inspiring its students to become an active force in shaping a better world: peaceful, compassionate, and sustainable.

At a Glance



Established
1947



Total enrollment
1,432



Student-teacher ratio
6:1



Campus size
2.74 acres



Countries represented within
UNIS student body
98



Total number of faculty
234



Nationalities represented by UNIS
faculty and staff
57

Languages spoken by UNIS student body: 91

Pass rate for IB Diploma: 96%

Students completing a bilingual IB Diploma: 25%

Faculty with advanced degrees: 62%

Endowment: \$26 M

Annual operating budget: \$70.8 M

School teams: 42



Overview

The United Nations International School (UNIS) is the school of the United Nations, and is a Pre-K-to-grade 12, coeducational, International Baccalaureate, college-preparatory day school located in New York City. Founded in 1947 by a group of United Nations parents to provide an international education for their children, UNIS has grown into an internationally recognized educational institution.

UNIS was one of the founding schools of the International Baccalaureate (IB) and was among those awarding the first diplomas. A comprehensive curriculum prepares UNIS students for the IB, and the school's internationally recognized academic standards enable students to study at top colleges and universities in the United States and worldwide.

UNIS seeks an Assistant Executive Director (AED) who will serve as a member of the school's senior leadership team and oversee and manage all aspects of the school's academic, administrative, and operational functions. While the title is different, this role is similar to that of an Assistant/Associate Head of School in U.S. independent schools and to Deputy Head of School roles in international schools. For UNIS, the AED will serve as the Executive Director's second in command and will support the Executive Director in implementing the school's vision and mission, fostering a positive learning environment, and ensuring the overall success and growth of the institution. The AED will arrive at an auspicious moment in the school's history and be given significant opportunity to positively impact a broad portfolio and lead a talented and dedicated team of faculty, staff, and administrative colleagues who reflect, model, and engender the unique mission of the school and the United Nations. This is a particularly outstanding opportunity for individuals with deep experience within and leadership of international educational communities.

Opportunities and Challenges

Partner to bring clarity to an evolved role within the school's leadership structure. While not technically an inaugural position, the AED will have a redefined portfolio that includes the direct oversight of curriculum and instruction PreK through 12, operational programs and strategic initiatives, and more defined and direct support for the Executive Director than the role's previous iterations. The AED will partner with the Executive Director to ensure that their role and responsibilities are firmly planted in the minds of faculty, staff, and administrative colleagues and that their work is visible within the community.



Serve as an academic and operational Pre-K-12 leader in a school with three distinct divisions and academic programs. As with most complex multi-divisional schools, there are inherent challenges in serving as a cross-divisional leader. At UNIS, this includes working to align the distinct and sometimes competing needs of the divisions and ensuring that each feels supported and that their work is understood and valued. In the academic sphere, the AED will collaborate with the Junior School Principal, Middle School Principal, Tutorial House Principal, the Director of Curriculum and Instruction, and others to lead the divisional educational programs, including the International Baccalaureate in the Tutorial House.

Manage a dynamic portfolio. The AED will have a portfolio that includes both permanent responsibilities and temporal projects. While the AED will need to have significant leadership and school experience to draw upon, the demands of the job will also require a learner's mentality, requiring them to be a quick study as they are tasked with new projects essential to the school's forward movement. The AED will arrive at the onset of multi-year construction projects and will need to think and act thoughtfully and creatively to support school community members as the school navigates exciting but dusty, noisy, and inconvenient disruptions.

Lead within a culturally dynamic and high-expectations environment. Essential to and ingrained in UNIS's mission is the cultivation of a uniquely global educational community. It is also a uniquely complex environment, one in which a range of cultural values, beliefs, and experiences are wonderfully present and expectations for delivering an exceptional educational program are palpable. The AED will need to meet these realities with significant commitment and skill, including the ability to work with and across cultural differences without allowing them to slow institutional momentum.



Qualifications and Personal Attributes

- An educational philosophy and practice that is aligned with UNIS's mission and guiding principles.
- An educational leader with over five years of administrative experience and an understanding of, connection to, and enthusiasm for working with culturally diverse communities.
- Previous experience in international and/or independent schools as a Division Head/Principal preferred and experience as a Head of School or Assistant Head would be ideal.
- Strong understanding of academic programs, curriculum development, educational best practices, and strategic management.
- Experience and comfort working in a multilingual environment, including, ideally, the ability to understand and communicate in multiple languages.
- Excellent organizational and management skills with demonstrated experience in developing systems and structures across divisions.
- Experience in recruiting, onboarding, retaining, managing, and supporting faculty and staff.
- Demonstrated problem-solving skills and the ability to make informed decisions.
- Excellent communication—including keen listening—and interpersonal skills to effectively engage with students, parents, staff, and the wider community alongside an understanding of how and when to communicate.
- A community builder who enjoys being an active and visible presence in the life of the school and finds joy in community.
- An inclusive leadership style characterized by both humility and confidence and leadership abilities to motivate and guide faculty and staff towards achieving the school's objectives.
- Proficiency in relevant educational technology and administrative tools.
- Demonstrated experience in financial management and budgeting and with building construction projects would be ideal.
- Master's Degree required; Doctorate Degree preferred.

Learn More

Click on the links below to learn more about United Nations International School.

[School Website](#)

[School Profile](#)

[Guiding Principles](#)

[About New York City, New York](#)

[Diversity, Equity, and Inclusion](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. We expect the search to move forward with some speed, so candidates should submit the following materials as separate PDF documents as soon as possible:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Two recent writing samples you authored—you may include speeches, blog posts, articles, or letters to community to:

Jennifer Wong Christensen

Senior Consultant

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Chris Boyle

Consultant

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The full-time equivalent salary range for this position is \$260,000-300,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.

The United Nations International School is among the international organizations whose employees can receive G-4 visas.

The United Nations International School is committed to equal employment opportunities for all individuals. The school will make all employment decisions for employees and applicants without unlawful discrimination as to race, color, religion, sex, sexual orientation, national origin, citizenship, disability, pregnancy, age, marital status, military or veteran status, gender identity and expression, creed, genetic predisposition, victim of domestic violence or any other basis protected by law. EEOC/ADA