

ASSISTANT HEAD OF SCHOOL SEARCH

CHARLOTTE COUNTRY DAY SCHOOL

Charlotte, North Carolina

charlottecountryday.org

Start Date: July 2026



CHARLOTTE
COUNTRY DAY
SCHOOL



Carney
Sandoe
& ASSOCIATES

Mission

Through excellence in education, Charlotte Country Day School develops the potential of each student by fostering intellectual curiosity, principled character, ethical leadership, and a responsibility to serve.

Affirmation of Community

Charlotte Country Day School is committed to living as an authentic, inclusive community. Our pursuit of this commitment to community recognizes and affirms the richness brought by difference and discovered through commonality.

At a Glance



Established
1941



Enrollment
1,745



Student retention
98%



Endowment
\$75M



Students of color
22%



Total employees
355



Financial aid awarded
\$9.5M

International students: 17%

Countries represented: 64

Faculty of color: 18%

Students receiving aid: 20%

Annual operating budget: \$66M

Average years of faculty experience: 18

Average faculty tenure at Country Day: 11 years

AP and IB courses: 50

Upper School clubs and organizations: 50

Sports teams: 72

Annual Fine Arts performances: 70+



Overview

Emboldened by its clear mission and grounded in its Affirmation of Community, Charlotte Country Day School deserves but never rests on its longstanding reputation for delivering an extraordinary education to its 1745 students in junior kindergarten through 12th grade. With a forward-thinking curriculum that includes dynamic arts and athletics programs, an exceptional faculty inspires students to be “Country Day Ready” college students, citizens, and leaders. In addition to two superb campuses located four miles apart and covering approximately 117 acres, the 330-acre Weddington Farm, located less than 10 miles away, offers students various opportunities for hands-on learning activities and experiences.

A strategic plan framework was developed in the 2024-25 school year and will be further developed in the 2025-26 school year. The framework focuses on three priorities: 1) leading the region through unrivaled programs and educational innovation; 2) bolstering a best-in-class faculty with leading professional development and growth opportunities; and 3) cultivating and expanding health, wellness, equity, and inclusion efforts across the School for all members of the community. The Assistant Head will play a central role in operationalizing the School’s strategic plan.

An active, visible, and relational senior leadership presence on campus, the Assistant Head of School will serve as a critical force in Country Day’s continued forward movement and a key partner to Head of School, Dr. Tara Christie Kinsey, who joined the community in July 2025. The person in this position plays an important role in the academic operations of the School, ensuring that day-to-day functioning—from JK through 12th grade—is smooth, efficient, and strategically aligned. This leader will also hold specific responsibility for providing vision, coordination, and oversight as they relate to delivering the highest quality academic programming at Country Day, ensuring structures, strategies, and systems for curricular and co-curricular programs are aligned, adaptive, and consistent with current best practices. The successful Assistant Head will be a strategic leader who manages complex operations, leads through others, and fosters unity and excellence throughout the School. Direct reports are likely to include the Director of International Studies, the Directors of the Educational Resource Program (shared with Division Heads), Directors of Studies (shared with Division Heads), New Faculty Mentor Coordinators (shared with Division Heads), Chief Technology Officer, Director of Farm Education, Director of Summer Coordinate and Enrichment Programs, and the Administrative Assistant to Assistant Head of School.



Roles and Responsibilities

The Assistant Head plays a central role in the School's leadership and daily administration. In collaboration with the Head of School, division heads, and other senior administrators, the Assistant Head of School will shape the day-to-day implementation of Country Day's philosophy, short, medium, and long-term planning, and strategic initiatives to advance the School's mission and achieve operational, curricular, and co-curricular goals.

Specific responsibilities will be refined in partnership with the Head of School, evolving based on the current needs of the School, and are likely to include:

- Serving as a key thought partner to the Head of School and participating as a collaborative and engaged member of the Leadership Team;
- Supporting, refining, and augmenting the School's excellent academic program;
- Leading the execution of various projects and initiatives identified as a part of the School's next Strategic Plan, which will be further refined over the course of the 2025-26 school year;
- Conveying, supporting, and implementing the School's vision and mission to both internal and external audiences;
- Supporting and nurturing the professional community, including the leadership development of current and aspiring leaders across the School and fostering connection between members of the professional community in support of excellence, satisfaction, and retention;
- Coordinating the School's accreditation process (most recent accreditation completed in 2023), special committees, and task forces;
- In partnership with division heads and Human Resources, recruiting, hiring, and developing faculty;
- Supporting the smooth functioning of the school by serving as a liaison for parent, faculty, student, and legal concerns and communication as needed;
- In partnership with the division heads and other administrators, establishing the academic calendar and master schedule;
- 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;
- Staffing relevant committees of the Charlotte Country Day School Board of Trustees;
- Serving as a thought leader within the community and nationally, sharing expertise and best practices, speaking and presenting on School initiatives, and helping to elevate the visibility of successes; and
- As necessary, representing the Head of School at internal and external meetings, presentations, and committees.



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, student life, and operations dimensions of a multi-division independent school;
- Deep knowledge of current best practices and innovation in curriculum, pedagogy, and student life;
- Documented history of transforming organizational culture in a sustainable manner, contributing to a welcoming and inclusive community;
- Personal and professional commitment to diversity, equity, inclusion, and belonging, 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;
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity across a wide range of audiences; and
- An advanced degree and evidence of a commitment to lifelong learning.

Leadership Style and Personal Qualities

- Motivated, energetic, and collaborative colleague, who takes joy in team success;
- Commitment to hard work and creative problem solving while demonstrating humility and a commitment to personal growth and learning from and with one's colleagues;
- A style grounded in principles and relationships;
- The confidence, humility, and emotional intelligence to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace;
- Exceptional organizational skills and attention to detail; and
- A sense of humor, enthusiasm for schools, and genuine excitement for serving as an Assistant Head of School.

Learn More

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

[School Website](#)

[School Profile](#)

[Diversity, Equity, Inclusion, and Belonging](#)

[About Charlotte, North Carolina](#)

[Head of School, Dr. Tara Christie Kinsey](#)

As partners in student success, Country Day's goal is to shape confident, healthy, well-rounded adults who are ready to make significant contributions to society. [Watch this video series about teaching and learning at Country Day.](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Because the search will move quickly, candidates should submit the following materials as separate PDF documents as soon as possible:

- A cover letter tailored to express interest in this position
- A current and comprehensive résumé

Selected candidates may also be asked to provide:

- Writing samples specific to this search
- 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)

Materials should be sent to:

Marsha Little

Vice President, Professional Learning & Strategy
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Darryl Ford, Ph.D.

Vice President, Education Leadership Services
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