



Enrollment Director
Kennedy International School
New York, NY
July 2026

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 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.



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School History

Kennedy International School (previously known as Lyceum Kennedy French American School) was founded in 1964 by Éliane Dumas, a distinguished French school teacher and for many years a faculty member at Lycée Français de New York. She named her new school in honor of the late President John F. Kennedy.

Working with the French Ministry of Education, she developed the school to serve the needs of French and francophone families in Manhattan. Éliane Dumas served as headmistress of Kennedy International School for more than 20 years.



In 1986, Dr. Koji Sonoda, a linguist and professor originally from Japan, acquired Kennedy International School. An admirer of French culture and language, Dr. Sonoda saw the school as a wonderful opportunity to help support the French-speaking community and to further his passion for educating young people to become citizens of the world.

For the remainder of the decade and into the 1990s, the student population and curriculum expanded to include a Japanese program and

Japanese Saturday school, and to serve families from many countries.

Today, Kennedy International School is one of the most well-known international schools in New York City for its uniqueness and diverse student body. While a smaller school, KIS offers the IB, serves a very international family demographic and offers a surprisingly broad range of programs. Kennedy International seeks to foster intellectual curiosity, cultural understanding, and global citizenship through academic rigor, language immersion, and international collaboration. Most families remain at the school for the duration of their child's education.

Facilities and Locations

Kennedy International School currently operates on two campuses, one for the Lower School and for the Upper School.

The school has secured a 15-year lease for the entire 3rd floor of the 815 2nd avenue building, the home of the Upper School. This 11,000-square-foot expansion will not only double the size of the upper school but also provide a dedicated floor for the high school. This addition will offer new classrooms, a state-of-the-art science lab, a creative art and design lab, and a welcoming student center. The



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expansion to a brand-new facility reflects the renewed commitment to the upper school and to providing students and staff with the best possible learning and working environment.

The Position

This role involved strategic enrollment work and day to day work in admissions – local marketing and recruitment, tours, and developing relationships with French-speaking cultural communities. The school seeks a proactive, engaging enrollment manager with strong organizational skills, efficient work style, and who is either fluent in French or a native speaker.



The Enrollment Manager plays an essential role in advancing the mission and growth of Kennedy International School. The position focuses primarily on **student recruitment and admissions**, while also **leading retention initiatives and enrollment-related events** that strengthen continuity across divisions from Preschool through High School. As Kennedy International School is a small and close-knit community, the Enrollment Manager manages their own department and works independently while maintaining close collaboration with the Head of School, division directors, and the Marketing Department. The role ensures that enrollment strategies are effective, data-driven, and reflective of the School's bilingual and international identity.

This is a full-time, on-site position, and the Enrollment Manager is expected to work part of the summer to support ongoing admissions and re-enrollment operations. The start date is flexible, with the possibility of an immediate appointment or a start from July/early August 2026.

Main Responsibilities

- Coordinate and manage the full admissions process, including inquiries, tours, applications, interviews, and enrollment documentation.
- Serve as the main contact for prospective families, providing accurate information about the School's French-English programs.
- Organize and participate in recruitment and admissions events such as open houses, discovery days, and school fairs.
- Collaborate with the Marketing Department to promote the School and strengthen visibility within the local and international community.
- Lead retention efforts and initiatives, including re-enrollment coordination, transition events between divisions, and programs that support student continuity.
- Maintain accurate admissions and enrollment data and prepare regular updates for the Head of School.



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Qualifications

- Bachelor's degree required; prior experience in school admissions or recruitment required.
- Native or near-native command of French and fluency in English required; additional languages (Japanese or Spanish) are a plus.
- Strong communication, organizational, and interpersonal skills, with a professional and welcoming demeanor.
- Ability to manage a small department independently while collaborating effectively with other teams.
- Proficiency with Finalsite EMS or similar enrollment management systems.
- Knowledgeable about the International Baccalaureate Diploma Programme (IB DP) and able to communicate its structure and philosophy to prospective families.
- Must work on campus full-time; this is not a remote position.
- Availability to work part of the summer to support admissions and enrollment operations.

Compensation will be in the 90-110K range depending on experience.

To Apply

Interested candidates may wish to contact the consultants for a confidential and exploratory conversation. Qualified candidates will ultimately submit the following materials, as *separate PDF documents*:

- A cover letter expressing interest in this particular position;
- A current and thorough resume with all dates included (no more than 4 pages);
- A list of five professional references with the name, relationship, phone number, and email address of each person (*references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established*).

To: Ben Bolte (bbolte@carneysandoe.com) and Quentin Doggett (quentin.doggett@carneysandoe.com). Please do not contact the school directly.



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