

Head of Upper School Search

CHARLOTTE LATIN SCHOOL

Charlotte, North Carolina

www.charlottelatin.org

Start Date: July 2026

CHARLOTTE
LATIN
SCHOOL



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 - search@carneysandoe.com

CARNEYSANDOE.COM



CHARLOTTE LATIN AT A GLANCE



Established
1970



Enrollment in US
585



Total Enrollment TK-12
1,552



Faculty in US
85



Average US Class Size
14



Campus
128 wooded acres,
22 gardens, a lake, and multiple
indoor and outdoor academic,
arts, and athletic facilities



Mascot
Hawk



OVERVIEW

Charlotte Latin School is a fully accredited, coeducational, nonsectarian, independent day school serving more than 1,500 students in Transitional Kindergarten through grade 12. The picturesque campus encompasses 128 acres in south Charlotte.

Since its opening in 1970, Latin has prioritized academic excellence. Our founders envisioned a school that cultivates leadership and remains dedicated to the foundational tenets of a liberal arts education. Today, Latin is thriving and well-established as a model for leadership development, student-centered learning, and highly relational teaching.

Our renowned educational program is fueled by educators who know and believe in each student's capabilities. Core subjects balance proven best practices with innovation, challenge with curiosity, and reach with resiliency. With unrivaled learning spaces, growth-promoting opportunities, and unyielding support, our expectations are great, and our love of learning is even greater.

GUIDING PRINCIPLES

Latin is a community shaped by its mission, vision, Core Values, and Portrait of the Latin Leader.

Our **mission** is to encourage individual development and civility in our students by inspiring them to learn, by encouraging them to serve others, and by offering them many growth-promoting opportunities.

Our **vision** is inspired by the [Latin Leads strategic plan](#): *Charlotte Latin School develops courageous, honorable leaders, fueled by intellectual curiosity and guided by a commitment to excellence, who can navigate and thrive in a complex global society.*

The **Core Values**, which were adopted in 2001, along with the school's mission are our guiding stars—shaping our decision-making, culture, and strategic direction.





CORE VALUES

Honor Above All

We embrace the development of personal honor as a lifelong pursuit to build character. We honor one another and our individual gifts and accomplishments.

Commitment to Excellence

Our commitment to excellence extends to all aspects of school life and is exemplified by doing one's best and seeking to improve continually. This quest embodies the boundless spirit that characterizes our school community and is grounded in our commitment to create an exceptional environment for teaching and learning.

Leadership

Charlotte Latin encourages leadership development as a lifelong characteristic of our students. Service to others (servant leadership) is the ideal model that best meets the needs of our school community, our nation, and the world.

Respect for Oneself and Others

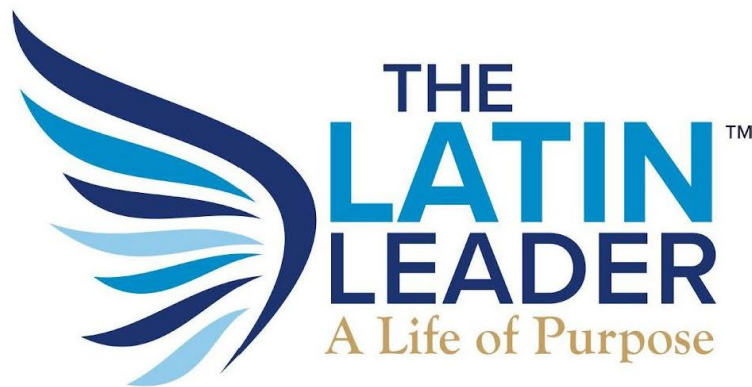
Respect is the foundation of the Charlotte Latin School community. We celebrate the differences, including people, cultures, and perspectives, that sustain the rich diversity within our school community.

Personal Responsibility

Each person at Charlotte Latin is accountable for his or her actions. We all share responsibility for the welfare of the greater school community.

Moral Courage

Charlotte Latin leads by example, and our members are willing to do what is right and true through the courage of their convictions, despite possible consequences or the opinions of others. Morally courageous people are willing to admit their mistakes, to address injustice, and to uphold the principle of "Honor Above All."



Curious Learner

Demonstrates wonder through reflective-based practices to discover personal meaning of self, school, and society.

- Finds joy in daily interactions.
- Discovers personal meaning in school endeavors.
- Recognizes the significance of process over product.
- Fuels intellectual curiosity and personal growth through self-reflection.
- Demonstrates wonder and a positive outlook in difficult situations.

Dynamic Communicator

Makes meaning of diverse viewpoints actively and empathetically with others to reach common ground and shared understanding.

- Listens actively, cares deeply for the audience, and considers their experiences.
- Conveys original ideas in multiple forms and mediums.
- Exchanges, challenges, supports, and builds on ideas to reach common understanding.
- Develops complex viewpoints through continued discussion and interaction with others.

Conscientious Thinker

Strives to discern accuracy and truth by drawing connections among ideas and concepts across disciplines and multiple perspectives.

- Evaluates and synthesizes complex information.
- Analyzes evidence critically to make informed decisions.
- Draws connections among ideas and concepts across disciplines.
- Reconsiders ideas and opinions in light of new knowledge, understanding, and feedback.

Humble Collaborator

Embraces and elevates the perspectives of others, while knowing when to lead, follow, delegate, accept direction, and share gratitude.

- Engages in healthy conflict to achieve practical and creative solutions.
- Nurtures and encourages group momentum.
- Facilitates progress and follows through on commitments.
- Expresses gratitude for the efforts and contributions of others.

Courageous Advocate

Embodies the moral courage necessary to stand up for self and others, to challenge injustices, and to embrace differences.

- Cultivates friendship and values interpersonal connections.
- Actively contributes to their communities.
- Stands up for self and others.
- Challenges injustices and uses influence for the greater good.

Resilient Navigator

Adheres to the lifelong pursuit of building character, ensuring an intentional life of honor that is pursuant to the values and mission of Charlotte Latin School.

- Takes risks toward a higher-level of learning and leading.
- Exhibits unwavering resolve as they persevere through challenge and opposition.
- Acknowledges missteps and reassesses pathways to success.
- Honors and adheres to their core and leading values.

TEACHING AND LEARNING AT LATIN: WHERE CURIOSITY MEETS PURPOSE

At Latin, curiosity leads, creativity thrives, and every student achieves excellence that fulfills them. From spelling their first words to writing compelling essays, our intentional academic program empowers students to think deeply, lead boldly, and pursue purposeful learning. Each year of a Latin education comprises foundational and innovative concepts essential to students' ongoing growth and success. As subject matter advances in complexity, teachers support their students in developing deep understanding, mastery of skills, and the ability to dynamically connect learning from one year and one subject to the next.



High expectations are part of the Latin culture. Yet, the school is equally focused on a balanced learning environment that cares for the whole child, promoting each student's intellectual, emotional, and physical well-being. At Latin, many opportunities invite students to explore, discover, and become the best version of themselves.



Our Student Support and Wellness team embodies a spirit of care, a hallmark of the Latin experience. The school boasts numerous co-curricular offerings, including leading STEM and Global Studies programs. Thriving arts and athletics programs round out the challenging academic experience. From grades TK-12, Latin students receive a high-quality arts education and participate in nationally recognized arts programs. Our student-athletes in grades 7-12 compete in 16 sports on 66 teams, with 86% of students playing at least one sport.



THE UPPER SCHOOL

Latin's Upper School is where students explore, think critically, problem-solve, and find passions. Each experience – ingenious Fab Lab prototypes, deep dives into classic novels, art portfolio development, community engagement, and competitive athletics – presents a new opportunity for learning and preparation for a life of purpose and impact. Our Upper School environment emphasizes the joy of challenge, a strong educational foundation for college, and preparation for adulthood.



HEAD OF UPPER SCHOOL

Key Responsibilities

Position Summary

Starting in July 2026, the new Head of Upper School will join a talented leadership team, guiding an experienced and accomplished Upper School faculty and a happy and curious student body. Reporting to the Associate Head of School, Dr. Sonja Taylor, the Head of Upper School will ensure effective leadership and vision for the division, engaging with parents as partners, and fostering a learning environment that appropriately challenges and nurtures students.

Core Responsibilities

- As a member of the school's senior administration team, maintain congruence among the School's mission statement, strategic plan, and all division activities, ensuring consistency with the school's overall philosophy and direction.
- Be a visible presence in all division areas. Foster a welcoming, open, collaborative, reflective, and joyful school culture.
- Act as the visionary instructional leader of the division, reviewing and evaluating academic programs in collaboration with the Associate Head of School.
- Communicate regularly with and be available to parents to ensure a strong parent-school partnership.
- Observe, support, nurture, supervise, and help evaluate faculty members' connection with students, pedagogy, classroom management, collaboration with colleagues, professional growth, and overall adherence to school policies and procedures.
- Collaborate with teachers, fellow division heads, and other administrators to advance the division and maintain overall school congruence, including ensuring a culture of well-being, belonging, and smooth transitions for students throughout their Upper School journey.
- Provide an orderly environment that fosters learning within a supportive school climate characterized by high morale, which includes serving as a member of the Crisis Response Team and working closely with key divisional leaders to prioritize student safety at all times.
- Oversee the daily operation of the division, including budget, calendar, class and teacher schedules, faculty meetings, and student conduct and discipline.
- Oversee the hiring process and make hiring recommendations.
- Partner with the Office of Enrollment Management to evaluate applicants and recommend students for admission.
- Cultivate professional/collegial ties with other Upper School heads, regionally and nationally.
- In partnership with the Dean of Students, Director of Student Support and Wellness, and the divisional counselor, coordinate information sessions, workshops, and other educational opportunities to support parents as they navigate their students' upper school journey.
- Support a strong and active advisory program, ensuring every student is known, supported, and appropriately challenged.

The Upper School Team

The Head of Upper School leads a robust team of professionals who provide essential support and guidance to ensure the smooth operation and success of the Upper School. The Upper School Heads' direct reports include the Academic Dean, Dean of Students, Director of College Counseling, five Department Chairs (Science, Mathematics, English, World Languages, and History), the Director of Student Publications, Upper School Administrative Assistant, Upper School Receptionist, the TK-12 Innovation and Design Department Chair, and the TK-12 Art Department Chair; each plays a key role in managing the school's academic and student support initiatives. This team collaborates to support academic and personal growth that occurs during the high school years. This experience encompasses challenging academics, extracurriculars, leadership opportunities, community engagement, and preparation for post-secondary education.

Qualifications and Personal Attributes

The ideal Upper School Head is an experienced, culturally competent, emotionally intelligent leader who is passionate about educational excellence and fully engages in the life of the school. They communicate effectively with all constituents, demonstrating compassion, respect, and the ability to inspire others. Forward-thinking and strategic, they establish clear priorities and develop thoughtful, action-oriented plans. Committed to fostering an inclusive and engaging learning environment, they embrace traditional and innovative instructional methods and stay informed about best practices in secondary education. A humble yet confident collaborator, they build strong relationships with families, faculty, and staff, exemplifying professionalism, integrity, and maturity in all aspects of their leadership. The successful candidate will hold advanced degrees in a related field and show evidence of successful experience as a school administrator.



FOR CANDIDATES

In addition to a competitive salary, Charlotte Latin offers excellent benefits, including comprehensive medical, dental, and vision coverage, a 403(b) retirement plan with generous employer matching, and paid time-off policies. The Nest, an on-site child care and enrichment program, is available to faculty and staff. Finally, employees also enjoy a 50% discount on meals on-site!

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.
- Latin is fully committed to attracting and supporting a culturally diverse faculty, staff, and student body.
- The School is an equal opportunity employer. Latin does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristics or status.
- Please read your résumé for accuracy before submitting it for this position. Candidates' academic credentials will be verified, and their social media presence will be thoroughly reviewed. Latin will conduct thorough background checks before finalizing an offer.

TO APPLY

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Selected candidates may be asked to submit responses to writing prompts and a list of professional references to:

Rice Bryan

Consultant

rice.bryan@carneysandoe.com

Amanda Gastel

Placement Counselor

amanda.gastel@carneysandoe.com



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 - search@carneysandoe.com

CARNEYSANDOE.COM