

# ASSOCIATE HEAD OF SCHOOL SEARCH

## POLY PREP COUNTRY DAY SCHOOL

Brooklyn, New York

[polyprep.org](http://polyprep.org)

Start Date: July 1, 2026



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

Poly's mission is to prepare and inspire the next diverse generation of leaders and global citizens to act with intelligence, imagination, and—above all—character.

## At a Glance



Established  
**1854**



Enrollment  
**1,155**



Total faculty  
**185**



Student-teacher ratio  
**7:1**



Students of color  
**55%**



Financial aid awarded  
**\$14M**



Faculty with advanced degrees  
**73%**



Campus size  
**26.5 acres**

Faculty of color: 40%

Students receiving aid: 22%

Endowment: ~\$40

Annual operating budget: ~\$80M

Sports: 25

Annual arts performances: 26

Clubs and activities: 90+



## Overview

Poly Prep Country Day School (Poly) is, as many of its community members note, a reflection of the city in which it resides: diverse, energetic, resilient, and always on the move. Faculty and staff talk about the familial tone of their community, the longevity and dynamism of its relationships, and the “audacity” of its students. A true New York City tapestry, Poly Prep is poised at a critical and exciting moment, looking for a strong Associate Head of School to become a strategic thought and organizational partner for its new head of school, Dr. Noni Thomas López.

Proudly located in Brooklyn, Poly is uniquely positioned as one of New York City’s only independent schools with a significant, college-like campus. The Middle and Upper School campus in Dyker Heights spans 26.5 bucolic acres overlooking New York Bay and the Verrazzano-Narrows Bridge, featuring ivy-covered academic buildings, extensive athletic fields, and professional-quality arts spaces. The Lower School campus, situated on Prospect Park West in Park Slope, pairs a meticulously renovated historic mansion with a modern addition built in 2009 and was the first K-12 school in New York State to be LEED certified. United across both campuses, Poly’s mission to *“prepare and inspire the next diverse generation of leaders and global citizens to act with intelligence, imagination, and—above all—character.”*

Poly is differentiated by its commitment to diversity, pursuit of excellence across academics, athletics, and the arts, and deep Brooklyn roots. Nearly 1,200 students in Grades N-12 and 300 employees, representing the five boroughs and beyond, form an intentionally diverse community, with 55% of students and 40% of faculty members identifying as people of color. The Poly community is committed to learning, personal growth, and the joyful exploration of life and its possibilities. Its community strives to reflect our country’s pluralism, and values multiple perspectives, while drawing strength from its community partnerships, and the borough’s tenacious spirit.

In July 2025, highly regarded educator Noni Thomas López joined the Poly community as Head of School and the community is enjoying palpable optimism and excitement about this moment in time and the school’s trajectory. With record enrollment, deep philanthropic support, and a talented, passionate faculty and staff, the school stands ready to write its next chapter. This is an exceptional opportunity for a proven educational leader who inspires others and has a track record of implementing transformative initiatives.





## Opportunities and Challenges

The Associate Head of School will play a pivotal role in shaping the institution's future by leading a comprehensive and ambitious strategic agenda to strengthen and align the work of three distinct divisions. This role presents exciting opportunities and complex challenges that require a strategic, innovative, experienced, and collaborative leader who is able to both think big and act with care and attention to the smallest details. The Associate Head will oversee the academic program from Nursery to Grade 12, student support services, arts, athletics, and faculty development, serving as a unifying force across programs and people. They will also partner with faculty and academic leadership to direct and drive alignment between a newly designed "Portrait of a Graduate" and Poly's educational program.

The ideal candidate will bring a mix of gravitas and joy, exceptional organizational and leadership skills, and the ability to inspire and influence. Acting as a key leader, connector and facilitator, the Associate Head will represent the Head of School when needed, develop and drive strategic priorities with the Head of School, ensure consistency in academic standards, and empower academic leadership, faculty and staff to maximize their skills and knowledge to benefit the student experience. This is an opportunity for a visionary educator who combines forward-thinking educational leadership with operational excellence and a deep commitment to building relationships.

### AREAS OF OPPORTUNITY AND FOCUS

**Creating Shared Educational Vision and "Connective Tissue":** The Associate Head will bring cohesion to the work of the academic leadership team by aligning division heads, department chairs and faculty around a shared vision for teaching and learning. In particular, they will focus on strengthening the curricular alignment between the lower, middle and upper grade programs and ensuring continuity across all areas of the student experience.

**Leading and Implementing Strategic Priorities:** Poly's strategic plan is robust, and while the school has been engaged in moving its pillars forward, a two-year leadership transition has infused the work with a renewed sense of urgency. The Associate Head will pick up the exciting work of the "Portrait of a Graduate" process taking place this year, and work with Dr. Thomas López, faculty, staff, and a strong leadership team to articulate and implement a path forward that elevates student learning and strengthens Poly Prep as an institution.



**Ensuring a Positive Faculty and Staff Culture:** As Poly enters a new era of leadership under Dr. Thomas López, faculty and staff are energized for thoughtful professional development, growth, and collaborative partnership with administration. Working closely with academic and operational leadership—particularly the Dean of Faculty and the Director of Human Resources—the Associate Head will help shape the structures, norms, and practices that sustain a healthy and thriving adult culture.

**Maintaining Community Trust and Connection:** The Associate Head will be responsible for excellence in the implementation of strategic priorities developed both with Dr. Thomas López and the Board of Trustees by cultivating inclusive, trust-building practices that enhance the daily experience of every student while ensuring that all members of the Poly professional community feel supported, valued, and set up for success.

**Advancing Strategic Growth and Campaign Priorities:** Poly is poised for significant growth with a newly acquired property adjacent to the Lower School and a historic capital campaign entering its early planning stages. The Associate Head will work with the Head of School, the Chief Financial Officer and the Chief Advancement Officer to shape the programmatic and educational vision for this next chapter and ensure that campaign priorities align with Poly’s mission and long-term aspirations.





## Responsibilities

The Associate Head will work collaboratively with all constituents at Poly Prep to enhance the School's ability to deliver on its mission by nurturing Poly's diverse and inclusive community of learners and fostering the academic, artistic, athletic, and personal development of each student. The incoming Associate Head will have the opportunity and the authority to work in true partnership with Dr. Thomas López. Core responsibilities are likely to include:

- Overseeing and partnering with the educational leadership team to ensure structures, strategies, and systems for teaching, learning, and professional development are aligned, adaptive, and consistent with current best practices, supporting excellent instruction and equitable and inclusive programs and practices;
- Nurturing a culture of listening and feedback across all constituents, to ensure that Poly Prep programs and priorities are mission-aligned, understood, and supported throughout the entire community;
- Reviewing the current systems for talent management and workplace culture to continue to attract, maintain and grow programs and support so that Poly Prep is a destination of choice for top talent;
- Supporting members of the academic leadership team to address student, parent or personnel concerns;
- Serving as administrative liaison to Board Committees, as directed by the Head of School;
- Supervising direct reports as determined in consultation with the Head of School; and
- Serving as a strategic thought partner to the Head of School.



## Qualifications and Personal Attributes

The Associate 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 many of the following qualifications and qualities:

### Professional Qualifications:

- Nuanced understanding of the academic, student life, and operations dimensions of a multi-division independent school and particular alignment with Poly Prep's commitment to educating young people of strong mind, body and spirit;
- Deep knowledge of current best practices and innovation in curriculum, pedagogy, and student life;
- 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, inclusion, and belonging and the requisite skillfulness to support student, faculty and staff growth in this area and to facilitate critical conversations in the design of more inclusive curriculum and programs;
- Experience recruiting, hiring, retaining, and leading talented, diverse, and mission-aligned faculty;
- A history of thoughtful innovation moderated by a skillful and sensitive approach to change;
- The ability to navigate complexity, in part through effective prioritization, delegation, and management of systems; and
- Exceptional interpersonal and relational leadership skills and the ability to communicate with inspiration and clarity across a wide range of audiences.

### Leadership Style and Personal Qualities

- Commitment to hard work and creative problem-solving;
- A systems thinker, who understands the interplay and necessary pacing of internal and external systems, constituents, and priorities;
- Commitment to distributed leadership, ensuring that the student experience and school identity benefit from the full use of the talents, skills, and experience of a wide variety of professionals;
- The curiosity, confidence, and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace;
- Eagerness to engage actively with students, faculty and staff and ability to prioritize visibility amidst the demands of a busy professional schedule;
- An action orientation; and
- A style grounded in principles and relationships.



# Learn More

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

[School Website](#)

[College Matriculation](#)

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

[About Brooklyn, New York](#)

[Explore Poly Prep's Campuses](#)



## To Apply

Interested candidates should submit electronically in one email and as separate PDF documents, 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:

- 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:

**Heather Flewelling**

Consultant, Chief Talent Officer

heather.flewelling@carneysandoe.com

**Allison Gaines Pell**

Senior Consultant

allison.gainespell@carneysandoe.com

*The full-time equivalent salary range for this position is \$300-350,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.*