



MATERNELLE AND LOWER SCHOOL PRINCIPAL

Start Date: July 2026

The International School of San Francisco

San Francisco, California | internationalsf.org



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

Guided by the principles of academic rigor and diversity, The International School of San Francisco offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

At a Glance



1962
established



1,064
total enrollment



535
lower school and
maternelle enrollment



95
total faculty in the maternelle
and lower school



71%
faculty with
advanced degrees



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OVERVIEW

The International School of San Francisco is a PK2-12 independent school in San Francisco. Founded in 1962, the school is a buoyant multicultural, multilingual educational institution with 1,100 students across an urban campus in the heart of the city. Guided by the principles of academic rigor and diversity, The International School of San Francisco offers programs of study rooted in French and American curricula and enriched by cross-cultural offerings. It prepares its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance. The school's international community brings together families from many backgrounds by fostering a shared, inclusive culture based on **values of respect, integrity, inclusion, collaboration, and curiosity**. Its mission and values guide the development of compassionate, confident, and principled students who will make the world a better place.

About the Position

The International School of San Francisco is seeking a dynamic, talented principal for the Lower School and Maternelle grades PK2 - 5th. This important leadership role requires a delight in the growth and learning of young children and families, knowledge and commitment to bilingual education, and the ability to partner effectively with students, families, faculty, and staff. The Principal of the Lower School and Maternelle leads the faculty and staff of both sections, including a very talented team of program and curricular leaders, in providing world-class bilingual education in a multicultural, multilingual school.



FOCUS AND RESPONSIBILITIES

To exercise responsibility with the Head of School for the following:

- Leading the Maternelle and Lower School by ensuring the quality of the student and family experience in the bilingual program;
- Developing, implementing, and critically reviewing educational policy, program, curriculum, and content;
- Maintaining and developing multilingual, multicultural, and international programs and pedagogies;
- Overseeing the Extended Day Program, Conservatory, Athletics, and other co-curricular programs in Maternelle and Lower School;
- Enacting the school's commitment to diversity, equity, and inclusion in all aspects of school life;
- Evaluating, supervising, recruiting, and retaining the Maternelle and Lower School faculty and staff;
- In collaboration with the Assistant Head of School for Teaching and Learning, supporting the professional growth of the faculty and staff;
- Fostering effective relationships with parents and guardians through orientation, education, and cultivation activities as well as individual support, and working in partnership with the Parents Association;



- Supporting the Director of Admissions and Enrollment to recruit and enroll a qualified student body, with specific attention to the recruitment and retention of French and francophone families;
- With the Instructional Leadership Team, ensuring a robust and coherent educational program schoolwide, in service of the school's mission;
- With the members of the Leadership Team, supporting the School's strategic plan, programs, and initiatives, including fundraising and parent engagement programs;
- Collaborating with members of the Leadership Team in the development and maintenance of a strong sense of community among students, faculty, staff, and parents, and maintenance and promotion of community relations in the francophone and general San Francisco community;
- Developing and administering an adequate budget and maintaining the academic and co-curricular programs within reasonable budgetary limits established by the Head, the Chief Financial Officer, and the Board of Trustees;
- Collaborating with the CFO and the National Center of International Schools (NCIS) staff, as needed;
- Ensuring compliance with regulations, including teacher-student ratio, faculty qualification, documentation, security, and safety requirements.



\$9.2M

financial aid
awarded



18%

students receiving
aid



\$9.3M

endowment



\$42.5M

annual operating
budget



200,000 SF

across two campuses

QUALIFICATIONS & PERSONAL ATTRIBUTES



- Bachelor's Degree in a related field (Master's preferred)
- Experience in early childhood and/or elementary teaching and experience in school leadership
- Experience in international or independent school education and in French Education/Éducation Nationale
- Experience with student social-emotional development
- Proficiency in English and French, including oral and written skills
- Ability to communicate effectively and collaborate with all members of a multicultural school community
- A lively sense of humor and positive mindset
- Utmost integrity
- Strong work ethic
- Current authorization to work in the United States



LEARN MORE

- [School Website](#)
- [Strategic Plan](#)
- [Diversity, Equity, and Inclusion](#)
- [Maternelle Academics](#)
- [Lower School Academics](#)
- [College Matriculation](#)
- [About San Francisco, California](#)





TO APPLY

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

- A cover letter expressing their interest in this position;
- A current résumé;
- A list of five professional references, including a supervisor from a previous role, with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

KAREN NEITZEL, ED.D.
Senior Consultant
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EVELYNE ESTEY
Consultant
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The full-time equivalent salary range for this position is \$190,000 - \$225,000. starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.



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