

INTERNATIONAL
SCHOOL OF
DENVER

HIGH SCHOOL DIVISION HEAD

Start Date: July 2027

International School of Denver

Denver, Colorado | isdenver.org

Carney Sandoe & Associates

MISSION STATEMENT

Our inclusive, globally minded community develops highly motivated and academically successful bilingual learners who are inter-culturally adept and make positive contributions in a complex world.

At a Glance

1977
established

~700
total enrollment

28
countries represented

107
total faculty

75%
faculty with
advanced degrees

1:6 or 1:3 in the HS
student-faculty ratio



OVERVIEW

Founded in 1977, the International School of Denver (ISDenver) is the oldest language immersion school in the Rocky Mountain region. An accredited, coeducational, not-for-profit IB World School, ISDenver serves approximately 700 students from 30+ nationalities across Early Childhood, Primary, Middle, and High School divisions. Students learn in and through English and one of three target languages — Spanish, French, and Chinese (Mandarin) — graduating as bilingual, bi-literate, and interculturally adept young people.

ISDenver seeks an instructional and community leader to serve as its High School Division Head. The Division Head will guide students through a transformative stage of their education, fostering academic growth, personal discovery, and the skills and perspectives they need to thrive in college and beyond.

About the Role

A new division, still being built. ISDenver's High School welcomed its first cohort of students in 2025, and most of what will define it — its traditions and culture, advisory and student-life structures, academic program and policies, leadership team, and the rhythms of its calendar and co-curricular life — are still in development. The Division Head will not inherit a finished system to maintain; they will build one, in close partnership with faculty, families, and school leadership.

The Division Head provides instructional and administrative leadership across Grades 9–12 — inspiring and supporting faculty, shaping curriculum, pathways, and the student experience, partnering closely with the Director of Academic Development and DP Coordinator, and ensuring smooth transitions from Middle School into the High School and on to college and beyond.





Building on real momentum. The high school has already developed a shared vision with its community — including design principles that capture what is distinctive about an ISDenver high school — and designed diploma pathways rooted in the school's multilingual, globally minded mission. ISDenver's high school courses are now NCAA approved, and DP authorization is well under way, with the authorization visit scheduled this year. Work continues on the college counseling program and the co-curricular life of the school. The next Division Head inherits real momentum, a committed team, and a community eager to see the school grow.

The high school's strengths to build on

Even this early, the high school's strengths are visible — and the Division Head's first responsibility is to protect them.

- A clear, community-built vision: A shared vision and set of design principles, developed collaboratively with faculty, families, and thought partners, that give the school a distinctive identity.
- Distinctive diploma pathways: The IB Diploma Programme and the Global Impact Diploma, launching in 2027–28, within an inclusive IB model that extends rigorous coursework to all students — now NCAA approved, with DP authorization well under way.
- A multilingual, globally minded foundation: Many students arrive from ISDenver's immersion program bilingual, bi-literate, and interculturally adept, in a community that values multilingualism and intercultural understanding.
- A community where every student is known: A growing school in which faculty know students well, supported by a school-wide house system and strong student support services.
- A college counseling program taking shape: Experienced consultants already in place, and a plan to build a lasting, in-house program that supports every student and family.

Reporting & Structure

Reporting to the Assistant Head of School for Academics and serving on the school's leadership team and academic leadership team, the Division Head leads the High School faculty and the Director of Academic Development and DP Coordinator, and collaborates with the Middle School Director on the Grade 8–9 transition, the Admissions team on recruitment and retention, the Coordinator of Student Support and Director of Counseling, the school's college counseling consultants (and a future college counselor) on post-secondary planning, and other members of the ECE–Grade 12 Leadership Team. The Division Head is the primary point of contact for staff, students, and families in the daily life of the High School.

DUTIES AND RESPONSIBILITIES

Instructional & curriculum leadership

- Lead and manage the evaluation of learning and teaching within the High School, and supervise the teacher evaluation and growth process.
- Partner with the Director of Academic Development and DP Coordinator to oversee the IB Diploma Programme — including course offerings, IB requirements, and the alignment of the curriculum across Grades 9–12.
- Lead the continued development and launch of ISDenver's diploma pathways, including the IB Diploma Programme and the Global Impact Diploma (launching 2027–28); lead the division through any additional DP authorization visits; and maintain NCAA approval as new courses are added.
- Advance rigorous, inquiry-based, multilingual learning, championing age- and developmentally-appropriate, 21st-century teaching practices.
- Develop the High School's yearly master schedule and calendar, and ensure curricular alignment and coherence within the division and with the Middle School and other divisions.
- Develop grade-transition protocols — including the Grade 8–9 transition and the transition to post-secondary life — in consultation with the Director of Counseling, the Middle School Director, and the college counseling team.



College counseling & post-secondary planning

- Build and lead ISDenver's college counseling program, defining the vision, scope, and calendar of a coherent Grade 9–12 advising program.
- Manage the school's college counseling consultants and related budget, and lead the design, recruitment, and onboarding of a dedicated college counselor.
- Build relationships with colleges and universities — including attending relevant conferences and hosting admissions representatives — so that admissions offices understand ISDenver's programs, pathways, and transcripts.
- Partner with families through information sessions, individual advising, and course planning, so that students and families understand how pathways, courses, and activities connect to post-secondary goals.

Community, students & families

- Be highly visible and engaged in the daily life of the school - regularly visiting classrooms and common spaces and interacting informally with students and faculty - to develop a strong understanding of the High School experience.
- Convene with parents as needed to discuss student behavior, academic progress, and general inquiries, in alignment with the ISDenver organizational chart.
- Build and oversee comprehensive extracurricular and co-curricular programming - athletics, arts, clubs, service, and leadership - in coordination with Operations, Community Engagement, and other partners, so that students have the full high school experience.
- Lead and/or manage assemblies, contributing to the whole-school social and emotional learning program, and support a dynamic student-life program that builds community, student voice, and leadership.
- Work with the division leadership team and faculty to ensure the effective, consistent implementation of behavior-management policies.
- Manage student support services for the division in liaison with the Head of Student Services, drawing on approaches such as Universal Design for Learning (UDL) to support diverse learners.



$2,243,000
financial aid awarded

30%
students receiving aid

~$20 Million
annual operating budget



Faculty & team leadership

- In partnership with school leadership, recruit, hire, and retain outstanding educators committed to a rigorous, international, multilingual education as the high school grows.
- Support the Director of Academic Development and DP Coordinator with the induction and support of all new staff and students.
- Coordinate and facilitate staff meetings, in-service training, and professional-development sessions; oversee and monitor assigned staff duties within the division.
- Provide clear, practical feedback and coaching that supports professional growth while empowering teachers with appropriate autonomy and ownership.
- Build trust and create meaningful structures for faculty voice and shared decision-making, communicating the rationale behind important decisions clearly and transparently.
- Be responsible for the allocation of professional-development funds, ensuring equitable access to professional development and leadership opportunities through transparent processes.

Strategy, enrollment & communications

- Partner with the Middle School and Admissions to recruit and retain students, and lead student-retention efforts for the division.
- Represent the division in admissions, advancement, and external outreach; support parent and student interviews for new applicants in collaboration with Admissions.
- Contribute content for the parent newsletter, external communications, and the ISDenver website; assist in compiling the calendar and events; and help share the high school's story with prospective families, universities, and the wider community.

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Education & experience

- A master's degree or international equivalent.
- English proficiency with excellent verbal and written communication skills (Level B2 required, C1+ preferred per the CEFR, or equivalent certification such as TOEFL or IELTS).
- Demonstrable experience as an instructional leader, trainer, or mentor for age-appropriate teaching and learning strategies, including successful teaching and leadership at the secondary level, ideally in an independent school.
- Demonstrable experience with the IB Diploma Programme or comparable rigorous college-preparatory pathways, as a teacher, coordinator, or school leader.
- Demonstrable experience building or launching new programs, pathways, or schools, with comfort and confidence in the ambiguity and pace of a growing school.
- Experience with college counseling and university admissions processes, or with leading a team that provides them.
- Experience working with students across a range of learning styles in the mainstream classroom.
- Well-versed in innovative, age- and developmentally-appropriate teaching methods and educational technology (e.g., Google Workspace, database management), with a commitment to ongoing professional learning.
- Preferred: experience in language-immersion education; experience with the International Baccalaureate Programme; and demonstrated experience integrating technology within a school program.



Knowledge, skills & personal qualities

- A builder's mindset — comfortable creating structures, traditions, and systems where none yet exist, and energized rather than daunted by the ambiguity of a young division.
- A hands-on leader with the ability to see what needs to be done and the initiative to do it — accessible, approachable, and welcoming.
- Able to manage confidential situations with discretion, respect, and sensitivity, and to maintain professionalism in all aspects of the role.
- A visible, relational leader who leads with emotional intelligence — empathy, humility, integrity, and sound judgment — listening, seeking input, and building trust with students, faculty, and families before making significant changes.
- A commitment to collaborating with and supporting classroom and specialist teachers as part of a cohesive team, and to the benefits of a PK–12 education.
- Lived experience in multicultural settings, including international work experience, with appreciation and respect for all cultures.
- Proficiency in Chinese, French, and/or Spanish is preferred, but not required.

LEARN MORE

- **School Website**, **ISDenver's Website is scheduled to be replaced mid-November.*
- **School History**
- **Strategic Plan**
- **Portrait of a Graduate**
- **HS Guiding Principles**
- **About Denver, Colorado**





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;
- 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) to:

KAREN NEITZEL, ED.D.
Senior Consultant
karen.neitzel@carneysandoe.com

The full-time salary range for this position is $125,000 -$150,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.

Carney Sandoe & ASSOCIATES