Upper School Director & IB Diploma Program Coordinator

New York, NY

About The School

Kennedy International School is a private international school in Midtown Manhattan offering a rigorous, multilingual education from preschool through 12th grade.

The School offers French-English and Japanese-English bilingual programs in preschool, a French-English bilingual pathway through middle school, and the International Baccalaureate Diploma Programme in high school.

Across its two Manhattan campuses, Kennedy prepares students to become confident, curious, and internationally minded learners who thrive in a diverse learning environment

Position Overview

The Upper School Director plays a vital leadership role in advancing the mission and vision of Kennedy International School. The Upper School Director oversees the 6th through 12th grade, ensuring academic excellence, operational effectiveness, and a stimulating environment for students, families, and staff. The Upper School Director is responsible for managing and supporting the French-English bilingual track, the inaugural international track as well as the International Baccalaureate Diploma Programme, ensuring that all students have access to a high-quality, immersive bilingual education

Key Responsibilities

Upper School Director Responsibilities

Leadership & management

- Team leadership: lead, mentor, and evaluate upper school faculty and staff, fostering professional growth and ensuring a collaborative, positive environment.
- Operational oversight: manage day-to-day operations of the upper school, including schedules, events, and communication with stakeholders.
- Curriculum and instruction: oversee the design, implementation, and evaluation of the upper school curriculum to ensure it meets the highest academic standards while addressing the needs of diverse learners.

Student-centered focus

- Academic excellence: promote a culture of academic rigor and innovation, ensuring that students are challenged and supported to reach their full potential.
- Student support: collaborate with the Dean of Students and faculty to address the academic, social, and emotional needs of students.
- Character education: foster a culture of respect, integrity, and responsibility, integrating character education into the daily life of the school.

Faculty & staff development

- Professional development: design and implement professional development opportunities that align with the school's educational goals and priorities.
- Performance evaluation: conduct regular observations and evaluations of faculty and staff, providing constructive feedback and support.

Community engagement

- Parent relations: serve as a primary point of contact for upper school parents, addressing concerns, communicating effectively, and fostering strong partnerships.
- Admissions support: collaborate with the admissions team to evaluate prospective students and ensure a smooth transition for new families.
- Community building: organize and participate in events, fostering a strong sense of community among students, parents, faculty, and staff.

Administrative responsibilities

- Policy development and implementation: develop, enforce, and review policies and procedures to ensure a safe, inclusive, and productive learning environment.
- Data analysis: use data to assess student performance, inform decision-making, and track progress toward goals.
- Collaboration with leadership team: work closely with the Head of School and other division heads to ensure alignment and coherence across all divisions

International Baccalaureate Diploma Program (IBDP) Coordinator Responsibilities

- Oversee curriculum developments within the IBDP
- Ensure that all teachers are suitably qualified and trained in accordance with IB requirements
- Organize internal assessment according to the IBDP criteria
- Record all IBDP-related communication, forms, documents, and reports
- Ensure that students are registered for examinations
- Ensure appropriate conduct of examinations (written and oral), including establishing examination schedule, training invigilators, and preparing exam materials
- Ensure that all students and parents are informed about the IBDP requirements and timeline
- Lead promotion and development of the IBDP both within and outside the School
- Oversee the five-year program authorization renewal process (when applicable)

Expectations

- Exemplary communication skills: maintain clear, consistent, and professional communication with all stakeholders.
- Cultural competence: demonstrate sensitivity and commitment to diversity, equity, and inclusion in all aspects of school life.
- Visibility and approachability: be a visible and accessible presence in the school community, fostering trust and strong relationships.
- Commitment to excellence: uphold the highest standards in academics, character development, and professional conduct.
- Visionary leadership: continuously seek ways to improve the upper school experience, keeping the school at the forefront of educational excellence.

Salary Range: $140,000–$160,000 annually

Benefits

We offer a competitive package for full-time employee which includes:

- Medical (80% of premium covered by employer), dental and vision plans
- FSA, Commuter Benefits and 401K benefits
- 50% of tuition remission for dependent children
- Vacation time and sick days in accordance with New York State laws
- New York State Short Term Disability

To Apply

Interested candidates should submit a **resume** and **cover letter** to:

Rice Bryan
Carney Sandoe & Associates
rbryan@carneysandoe.com

and

Amanda A. Gastel
Carney Sandoe and Associates
amanda.gastel@carneysandoe.com

Please do not contact the school directly.