

DIRECTOR OF ACADEMIC OPERATIONS

Start date: July 2027

Seoul Foreign School

Seoul, Korea | seoulforeign.org

Carney Sandoe & ASSOCIATES

MISSION STATEMENT

Seoul Foreign School, Centered in Christ, inspires a passion for learning, pursues academic and creative excellence and is dedicated to the service of others.

At a Glance

1912
established

1,573
total enrollment

55 (PK-12)
nationalities represented in the student body

182
total teaching faculty

126
teaching faculty with advanced degrees

1:8.64
student-faculty ratio



OVERVIEW

Established in 1912, Seoul Foreign School (SFS) currently serves over 1,500 students from PK-2 through 12th grade, drawn from over 50 different countries. We are a Christian school for everyone as defined through our Christ-like attitudes that guide the way of our faculty members and students. Continuing its long-standing reputation as one of the leading international schools in Asia. A wealth of information on Seoul Foreign School, including video clips of our school and community, can be found on our website http://www.seoulforeign.org.

Situated on 25 acres in a park-like environment within the city of Seoul, SFS is a not-for-profit school, with an annual operating budget in excess of US $55 million. All overseas faculty and administration are housed on campus or in apartments close to campus. Administrative and faculty turnover is normally low with faculty staying six or more years on average.

Seoul Foreign School is fully accredited by the Western Association of Schools and Colleges (WASC). As a IB IB (International Baccalaureate) World School, we offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). In the British school, we offer the English National Curriculum (ENC) along with the International Curriculum Framework which includes International Early Years Curriculum (IEYC) and International Primary Curriculum (IPC).

The Director of Academic Operations leads the critical systems that help the school grow and succeed. This role oversees school accreditations, manages the institutional AI strategy, translates academic goals into clear data dashboards, and coordinates cross-functional improvement teams. This position reports to the Assistant Head of School – Academics.



KEY ROLES AND RESPONSIBILITIES

Key Roles

As a key part of the Academics Office, this position will be a mid-senior administrative leadership role with key roles that include:

- Working directly with the Assistant Head of School - Academics (AHOS-A) to support the implementation of the schoolwide action plan;
- Translating schoolwide assessment data (MAP, IB, ISA, etc.) into educational dashboard parameters and analytics specifications for execution by the IT Specialist;
- Serving as the operational Lead Author and Synthesizing Editor for whole-school accreditation self-study reports and action plans (joint WASC, IB, and ICA accreditation);
- Leading and managing Artificial Intelligence (AI) committee operations, pedagogical integration, and classroom usage guidelines;
- Managing the logistics of School Improvement Teams and collaborating with Sectional Assistant Principals and Programme Coordinators to support K-12 vertical and horizontal curriculum continuity.



Key Responsibilities

- Actively lead operational planning regarding strategy, continuous development, and milestone tracking for the school improvement process;
- Serve as operational Lead Author and Synthesizing Editor for WASC, IB, and ICA accreditation self-study reports, synthesizing evidence and narrative contributions from sectional working groups;
- Drive, monitor, and update multi-year school improvement action plans guided by WASC, IB, and ICA recommendations and accreditation outcomes;
- Partner with Sectional Assistant Principals and Programme Coordinators to ensure a guaranteed, articulated, and continuous K-12 curriculum continuum across all sections;
- Translate educational data into dashboard parameters, analyzing assessment trends to support academic rigor, student growth, and ongoing program development;
- Lead and manage AI integration, professional development, and guidance guidelines for faculty and students;
- Deliver targeted professional learning workshops specifically in the areas of AI integration, assessment data literacy, and continuous improvement systems;
- Support the Senior Leadership Team (SLT) and faculty growth by integrating feedback and trends from the Trust-Based Observations (TBO) initiative into professional development workflows;
- Provide functional leadership and advice to the AHOS-A and HOS for schoolwide initiatives or sectional activities that have schoolwide systems implications;
- Support and deliver further leadership, procedural, and continuous improvement tasks as reasonably requested by the AHOS-A.



80 billion (KRW)
annual operating budget

25 acres
campus size

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Professional Qualifications and Experience

- Successful experience as a mid-level or senior educational leader, preferably in an international school context;
- Proven expertise in leading continuous school improvement processes, WASC/IB/ICA accreditation self-studies, and strategic action plan implementation;
- Demonstrated knowledge and experience in educational data analysis, assessment dashboards, and translating metrics into instructional decisions;
- Experience in leading digital learning innovation, AI pedagogical integration, and emerging educational technology workflows;
- Experience with the International Baccalaureate (IB) programs (PYP, MYP, DP) and/or inquiry-based/British national curriculum frameworks across PreK-12 settings is a preference;
- An advanced degree (Master's or Doctorate) in educational leadership, curriculum and instruction, or a related field is preferred;
- Demonstrable passion for lifelong learning, academic excellence, and responsible global citizenship;
- Proven ability as a solid team player with a ‘can-do’ attitude and able to work flexible hours outside of the regular school day;
- Excellent interpersonal, oral, and written communication skills with strong narrative editing capacity;
- Proven ability as an innovative, results-oriented, self-motivated, energetic, creative problem solver;
- Ability to engage in multiple tasks and projects, to motivate and inspire others, and to lead change successfully;
- Strong organizational and time management skills.



Personal Qualities

- A highly relational, approachable, accessible, and community-oriented leader;
- Comfort and enjoyment in being part of a residential community;
- A diplomatic advocate who possesses a high level of emotional and cultural intelligence;
- Capacity to think and act strategically as well as to attend to details;
- An incisive thinker who can see the big picture and who understands how decisions will affect the different sections;
- Experience in large, complex, preK-12 schools would be ideal;
- Ability to navigate differences with confidence and humility and adept at finding compromise and collaborative solutions;
- Passion for lifelong learning, academic excellence, and responsible world citizenship.

LEARN MORE

- School Website
- Guiding Statements
- School History
- Virtual Campus Tour
- About Seoul, Korea





TO APPLY

Interested candidates should contact the consultants at their earliest convenience. Applicants should submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the Director of Academic Operations position;
- Current résumé;
- Statement of educational philosophy and practice;
- List of five references with name, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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