



French-American School of New York Job Description – Division Head of High School/French American Program

Overall Purpose:

The Division Head of High School/French American Program Director is a member of the Senior Leadership Team, reporting directly to the Head of School. His/her role is to lead and manage the High School in partnership with our Division Head of High School/ International and IB Program Director Assistant Head of school to develop its full potential, delivering excellence in the areas of student learning, student and staff well-being, international mindset, organization, as well as quality safety and security learning environment.

The Division Head of High School/French American Program manages a team of administrative and mid-managers to ensure the best possible teaching and learning practices, organization, planning, communication, marketing, and budgeting.

- This position will lead the Division in partnership with the Division Head of High School/IB Diploma and International Program Director Assistant Head of school, in accordance with FASNY's one-page Guiding Statements:
 - Mission
 - Core values
 - Definition of learning
 - Mindset for learning
 - Learning principles
 - Student learner profile attributes

Responsibilities as the Co-Division Head of High School:

1. Main role and responsibilities ensuring accountability + reporting line :

- Work closely with the Co-Division Head/IB Diploma and International Program Director as well as all Corporate Heads (double reporting) listed as Finance & HR; Buildings and Facilities; ICT; Admissions; Communication and Marketing; Development; Enrichment when applicable.
- Manage the High school administrative and Well-Being Team, in partnership with the assistant Head of school.
- Manage Heads of Department (HODs) and Leader of learning (LL) to direct, support, coach, and empower teachers and students' success.
- Collaborate with College Counsellors and librarians.
- Ensure excellent partnership with parents and stakeholders.
- Reporting and accountability: see Organization Chart.

2. Administration, Planning, communication, and budget

- Organize, set and supervise the administration of the French American Track Division: safety, security, organization and IT, learning structures, well-being of staff and students



- Set and revise the Handbooks (staff; students & parents handbooks)
- Organize, implement and supervise effective teaching hour structure for teachers and class allocation for the **French American track and Bac français-OIB**
- Supervise P&L departmental budgets, in partnership with the assistant Head of school.
- Manage P&L High school Division budget, in partnership with the assistant Head of school.
- Leading and participating in meetings and ceremonies; student assemblies; student governance; "conseils de classe"; parents evenings; college counselor meetings; teacher reps meetings; PTA meetings; open-houses; graduations; special events, etc.
- Ensure regular communication & marketing reports for the Division; ensure an excellent partnership with parents and stakeholders.
- Attending meetings and conferences such as:
 - Attend weekly Academic Cabinet meetings as well as SLT meetings.
 - Participate as an active member of the Admissions Committee.
 - Attend annual AEFÉ, OIB, NYSAIS, and occasionally other important school peer group conferences (IB, ECIS, CIS, NAIS, etcetera)
- **French Ministry of Education ("Education nationale" / B.O. / A.E.F.E.) :**
 - Prepare and write the annual "rentrée" *Projet d'établissement* for the needs of the French Ministry of Education
 - Supervise/oversee the registration process for all French National Education exams (*brevets, bacs, etc.*)
 - *Read and communicate AEFÉ / B.O. information and respond to surveys and report)*

3. Academic and student's learning management

- Oversee curriculum for MS and HS in the French-American track to ensure vertical consistency.
- Lead, coach, and supervise our Heads of Departments on :
 - Curriculum, sequencing of knowledge, skills, and understanding.
 - Assessment strategies (diagnostic & formative & summative).
 - Homework strategies and study skills.
 - Professional learning goals and quality assurance framework.
- Lead, coach, and supervise Leader of Learning on:
 - Student's learning improvement goals.
 - Student learning profile attributes.
 - Student's well-being, in collaboration with the Well-Being team.
- Supervise faculty liaison to Student Government
- Oversee College Counselor work; ensure "college counseling for French universities"
- Supervise librarians for student's learning goals
- Supervise academic enrichment for students (clubs; student support initiatives...) in collaboration with the Head of Enrichment and HODs

4. Teachers' management

- Manage and ensure professional development for teachers with HODs.
- Set quality assurance framework for student's learning.
- Ensure regular class visits & learning walks: check student books; hear students' and parents' voices.
- Co-lead teacher's appraisal system with Division Heads and Head of school.



- Cultivate an environment of high expectations for quality teaching and students; set the tone and build a positive work environment for staff, faculty, and students.
- Manage hiring and staffing processes in collaboration with Heads of department, Middle School Head, and Head of School.
- Mentor new faculty in conjunction with Head of Department to reflect on data from previous external examinations.

Finally yet importantly.... be a learner!

Related to contract:

Hours:

He or she is expected to be at work as of the school's opening each day at 7:30 am and to work the hours reasonably necessary to advance or complete ongoing tasks and projects needed to ensure the smooth and efficient functioning of the High School.

Events presence:

He or she is expected to attend—often in the evenings—and help prepare or oversee the preparation of all major school events as a participant or attendee, such as Parent-Teacher Conferences, Back-to-School BBQ, Homecoming events, Open Houses, Back-To-School Night, Dances, *Conseils de Classe*, Graduation, etc.

Teaching:

Like any administrator at FASNY, the Co-Division Head of High School is expected to teach up to one or two classes per week, and/or act as a substitute as needed.

DESIRED QUALITIES AND QUALIFICATIONS:

The successful candidate will possess many of the following experiences and skills:

- The ability to lead, support, and inspire faculty, balancing a culture of creativity and collaboration with consistent feedback, structure and support.
- A record of accomplishment of exceptional results in an independent school.
- Excellent community-outreach and relationship building skills.
- Extensive knowledge of curriculum development.
- Ability to create and sustain positive, ambitious school culture among staff and students.
- Ability to develop teachers- mentor, provide feedback and constructive criticism, corrective action, coaching and discipline if necessary.
- The ability to foster a culture of both academic rigor and a commitment to student well-being, including an understanding of a wide range of learner needs.
- Excellent communication skills- clear, direct communication with tact and professionalism.
- Classroom experience and division leadership experience are strongly preferred.
- Highly organized and attentive-to-detail.

Position offers a competitive salary along with a comprehensive benefits package that includes medical, dental, vision, FSA, 403B, life and disability insurance, PTO, etcetera.

Please email cover letter and resume with **Division Head of High School/French American Program Director** in subject line to hr@fasny.org

Applications will be accepted until the position is filled.



FASNY is an equal opportunity employer and values diversity in the workplace. We actively encourage all qualified applicants regardless of race, color, religion, gender, national origin, age, disability, veteran status, or sexual orientation to apply.

*We regret that we will not be able to respond to all applicants. **Only those of interest will be contacted.***

Thank you for your interest in FASNY.