



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

Overall Purpose:

The Head of High School is part of the Senior Leadership Team, reporting directly to the Head of School. His/her role is to lead and manage the Secondary 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 Head of High School manages a team of administrative and mid-managers to ensure the best possible teaching and learning practices, organization, planning, communication, marketing, and budgeting.

The Head of High School will lead the Division 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 Head of High School:

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

- Work closely with all Corporate Heads (double reporting) listed as Finance & HR; Buildings and Facilities; ICT; Admissions; Communication and Marketing; Development; Enrichment.
- Work very closely with the **IB Diploma and International Program Director**.
- Manage the High school administrative and Well-Being Team.
- 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 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**



- Collaborate to implement an effective teaching hour structure for teachers and class allocation for the **International Program and IB Diploma**.
- Supervise P&L departmental budgets.
- Manage P&L High school Division budget.
- Manage Upper School budget and budgeting process (as Deputy Head)
- 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 as well as in the International track; 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!

Responsibilities as the Assistant Head of School:

- Assists Head of School in internal and external matters; substitute when applicable.
- Manage Upper School budget and the budgeting process in the other divisions.
- Fill in for the Head of School when necessary at meetings and events.
- Coordinate the School calendar.
- Serve as principle liaison with FASNY Parents Association.
- Be involved in special projects and work with the Head of School such as but not limited to Long-range strategic plan, accreditation process, development work, board committees.

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 Head of High School is expected to teach up to one or two classes per week, and/or act as a substitute as needed.

Application Process:

Interested candidates please send your resume and cover letter to Vanessa Cullen at vcullen@fasny.org

Applications will be accepted until the position is filled.