

Job Title: GENERAL DIRECTOR

Reports to: The Board of Directors

Responsible for: All school personnel, with direct supervision of the School Leadership Team and other areas as determined by the organizational structure of the school.

General Statement: The General Director is the senior educational and executive leader of JFK and is responsible for the overall leadership, administration and development of the school. The General Director ensures alignment with the school's Mission and Vision in both its day-to-day operations and long-term strategic direction.

Working in close partnership with the Board of Directors, the General Director provides professional advice and counsel, implements Board policy, and ensures that the school operates in accordance with its established policies, procedures, regulations and applicable laws.

Qualifications and experience:

The successful candidate will demonstrate:

- A Master's Degree in Educational Leadership or a related field, or equivalent advanced qualification.
- Significant successful leadership experience in education, including senior-level responsibility for people, programs and organizational development.
- Strong understanding of international and/or American education, with relevant experience of accreditation and school improvement processes.
- An understanding of the IB educational context; previous experience within an IB school is desirable.
- Demonstrated experience in strategic planning and the implementation of institutional priorities.
- Sound understanding of financial management, budgeting and organizational stewardship.
- Excellent communication, interpersonal and relationship-building skills, with the ability to work effectively with a diverse and international school community.
- A commitment to ongoing professional learning and personal development.
- A strong commitment to safeguarding, child protection and the JFK Code of Conduct.

Main Duties and Responsibilities:

1. Provide overall educational and institutional leadership for the school, ensuring that its programs, services and activities reflect JFK's Mission, Vision and educational priorities.
2. Lead the school's strategic planning and continuous improvement processes, establishing and monitoring short- and long-term priorities and ensuring effective implementation across the school.
3. Lead, develop and support the School Leadership Team and school personnel, promoting high standards of performance, professional growth, collaboration and accountability.
4. Oversee the effective day-to-day operation of the school, ensuring that appropriate organizational structures, systems, procedures and resources are in place to support high-quality teaching and learning.
5. Ensure the safety, wellbeing and safeguarding of students, staff and visitors, and promote a school culture in which students are supported to learn and thrive.
6. Develop, recommend and oversee the school's financial plans and budgets, including operational and capital requirements, ensuring responsible stewardship of the school's financial and physical resources.
7. Work effectively with the Board of Directors, providing professional advice, reporting on school performance, progress and needs, and presenting appropriate information and key indicators to support informed decision-making.

8. Exercise appropriate executive authority in matters not specifically addressed by Board policy, reporting such actions to the Board as required.
9. Build and maintain effective relationships with the JFK community, including students, staff and families, and represent the school appropriately with external organizations, professional associations and other key stakeholders.
10. Ensure compliance with Board policy, school procedures, accreditation requirements and applicable laws and regulations, while maintaining a commitment to regular and ongoing professional development.

Performance Evaluation:

The Board of Directors is responsible for the performance evaluation of the General Director.

Application Instructions

JFK has engaged Search Associates to support this search. The Lead Consultant is Dr. Tim Stuart.

Application Deadline: November 1, 2026.

Submit to: Dr. Tim Stuart – tstuart@searchassociates.com.

Applications are reviewed on a rolling basis. Early submission is encouraged.

JFK reserves the right to close the selection process before the submission deadline if a suitable candidate is identified.

Please submit the following as a single PDF
(max 4 MB):

- A cover letter describing your interest, qualifications, and alignment with JFK's mission and areas of focus
- A résumé (maximum two pages)
- A one-page list of four referees who have served as your supervisors, with current email addresses.