School Year Abroad

SEEKS RESIDENT DIRECTOR for RENNES, FRANCE
July 1, 2017

School Year Abroad (SYA), 52 years strong, is a rigorous academic program that places U.S. high school juniors and seniors for a year of study in one of four independently-operated schools located in China, France, Spain or Italy, where they also live with a host family. Using foreign language acquisition as the vehicle and another culture as the extension of the classroom, SYA helps secondary school students become broad-minded and well-educated citizens of the world. SYA is the only secondary-level program that allows students to live with a foreign family for an entire academic year while earning U.S. graduation credits and preparing for selective U.S. colleges and universities.

In addition to the three founding schools (Phillips Andover, Phillips Exeter and St. Paul’s), SYA’s association includes a consortium of 41 top U.S. independent high schools who have demonstrated a strong commitment to foreign language instruction and global education.

Roughly two-thirds of SYA’s students come from independent schools, including some of the most competitive institutions in the country. Others join from public or charter schools. Recently, students enrolled from over 140 different schools, from Maine to Hawaii and beyond. The SYA Board of Trustees is comprised of heads of independent schools, alumni and friends of SYA. Since its founding in 1964, SYA has given over 7,500 students the opportunity to become global thinkers.

For more information about SYA, please visit our web site at www.sya.org, or email Executive Assistant Mary Lou Poirier at mlpoirier@sya.org. Feel free to call us as well at 978.725.6828. Details regarding the application process itself and the required materials can be found at the end of this position description.

Responsibilities

The job of resident director at SYA is similar to that of head of school at a small day school in the United States; but it is complicated by the fact that most of the day’s work and correspondence are conducted in French, by the fact that SYA has less support staff in most areas than a traditional school, and by the fact that SYA’s constituencies (home schools and families) are far-flung and diverse.

The Resident Director must...

- Oversee the work of two American teachers, 13 French teachers, the part-time dean of students, the school’s administrative assistant and bookkeeper, the college counseling liaison and the cleaning staff. Local-hire staff hiring, evaluation, firing and salary/contract negotiation in consultation with French labor law experts is also a key responsibility. US-based faculty hiring is done in collaboration with the Executive Director.

- Serve as a model of adaptability to a foreign culture for students and American faculty, organizing both student and faculty orientation in September and providing advice and moral support throughout the year.
Uphold SYA standards in discipline and academic work, ensure that the attendance system is fully functioning, manage the disciplinary system (including convening and leading disciplinary committee hearings), guarantee that teachers file grades and student progress reports on time and follow SYA academic policies and procedures.

Maintain well-timed and high quality communication with faculty, students, home office and sending schools. Work with the Incident Response Team at the home office on any crisis communications that might be called for.

Oversee provision of counseling support for students as needed in collaboration with SYA’s virtual counseling service, local practitioners and in consultation with the Executive Director.

Cooperate with the home office on admissions and Alumni and Development initiatives.

Work with the college-counseling liaison to compose a “mid-year school report” on each 12th grader to accompany college applications and a complete confidential report on each 11th grader to be sent to home school college counselors in June.

Develop yearly budget in consultation with the Executive Director and Director of Finance and Operations, then assure that funds are properly spent and accounted for.

Support host family coordination to oversee selection and manage relations with up to 70 French host families each year.

Ensure a robust and well-organized co-curricular experience for all students with the support of a faculty coordinator.

Help organize educational travel with support of a faculty coordinator.

Oversee maintenance of SYA’s physical place and teacher apartments, including ensuring that spaces are in good condition and properly outfitted before arrival of new faculty.

Collaborate with Director of Curriculum on curricular development, professional development and faculty evaluation.

Welcome alums, parents and school heads and member school faculty when they visit Rennes.

Maintain communication with summer program director to ensure smooth transition for facility and staff.

Communicate and collaborate in a regular way with the SYA resident director team, executive director and director curriculum through regular conference calls.

Attend an annual weeklong summer summit with the home office staff and resident directors of the other SYA schools to review the previous year and plan for the future.
Qualifications sought

1. Native or near-native fluency in French language and familiarity with French culture.
2. Administrative and teaching experience at the high school level and familiarity with U.S. independent secondary school culture and expectations.
3. Strong and proven administrative abilities.
4. Excellent communication skills, both spoken and written, in both French and English.
5. Ability to establish rapport with, and command the respect of, students, host families, SYA faculty, and colleagues in the home schools.
6. An attitude towards students that is manifestly sympathetic in ordinary circumstances, clearly supportive in times of stress, and firmly directive when necessary.
7. A taste for practical as well as intellectual challenges and a willingness to take on unfamiliar or unanticipated chores.
8. Ability to attend to detail with thoroughness and accuracy, to meet deadlines, and to make sure that others do as well.
9. Flexibility, good humor, good health, energy, and desire to adapt to a new culture.
10. Though not required, personal experience in study abroad or exchange is desirable.

Compensation and length of appointment

The directorship is a year-round administrative position. Salaries and benefits at SYA are competitive. SYA will provide free housing in Rennes, travel back to the U.S. each summer and limited moving expenses. The initial appointment will be for two years, with the possibility of one-year renewals up to a maximum nine years of total service.

- Letter of introduction and intent explaining why you seek the job and why you believe you are qualified.
- Standard CV, indicating secondary and post-secondary education, professional experience and skills. Please include your home phone, mailing address and email address under your name at the top of the page.
- Official transcripts of post-secondary courses and grades, with official indication of grades earned, sent directly from the institutions.
- A brief chronological narrative of your life. This summary should mention your early schooling and indicate all study, jobs and activities from secondary school to the present, including summers, with beginning and ending months for all “chapters.” A novel is not required! Just “first I did this, and then I spent the summer doing that, before taking a job at …” Please, leave no unexplained gaps in the sequence of events.
- Two letters of recommendation from current or immediate past supervisors (dean, department chair, school head).
- One recommendation from a student.
- One recommendation from a colleague or friend in the profession who knows your work well.
- Writing sample (article, recommendation, advisor letter, student comments).
- Statement of your place and date of birth, your social security number and your passport number. *(Optional as part of job application, but necessary for visa application, if hired.)*

**Contact and deadline**

More information about positions: please call Eileen Kelly-Aguirre at 978-722-6176 if you would like to discuss the position. Submission of cover letter and CV: please send via email to mlpoirier@sya.org Submission of other application materials: Please send hard copies of all the above documents, including your letter and CV before the **deadline for completed applications, which is December 15, 2016**, to:

SCHOOL YEAR ABROAD  
120 Water Street, Suite 310  
North Andover MA 01845  
Attention: RD France Search