



JOB TITLE: Director of College Counseling
REPORTS TO: Academic Dean
SERVES ON: Head of School Administrative Team
CLASSIFICATION: Exempt

At Marin Academy, our unique educational approach inspires teachers and students to work side-by-side every day immersing themselves deeply in their subjects, while honing the ability to think critically and creatively. And because many voices are welcomed and encouraged at MA, our students cultivate the tools they need to live their lives fully—and the inspiration to contribute as compassionate citizens to our world.

Marin Academy is seeking a full-time Director of College Counseling for the 2021-2022 academic year. This position leads the current team of two college counselors and a part-time assistant.

The Marin Academy college counseling office focuses on four values:

- **Choices:** Every student should have choices in where they can attend college or pursue post-secondary options.
- **Self-Awareness:** Students should learn about themselves throughout the process.
- **Autonomy:** Throughout the college search and application process, students should begin to take ownership over their goals and organization.
- **Self-Worth:** While college can be a transformative and impactful time in a person's life, our office challenges students to identify intrinsic and internal sources of fulfillment.

Our office has created programming that cultivates deep relationships with our students, promotes self-reflection, and emphasizes a values-driven college process.

Leadership and Counseling Services

- Directs the strategic approach to college counseling for Marin Academy.
- Leads and supervises the entire college counseling office, including two Associate Directors of College Counseling and a 50% Assistant.
- Collaborates closely with the College Counseling team to develop and implement thoughtful, effective college counseling strategies, innovative programming, and best practices in the context of Marin Academy. In particular, we are constantly working to evaluate and improve our approach as it relates to our school's mission.
- Advises on a highly-personalized basis 30% of the junior and senior classes (approximately 30-35 students per class) about all phases of the college admissions process, from initial inquiry to final matriculation.
- Meets with Marin Academy parents about the college search and application process and the individual needs of their students.
- Writes individualized letters of recommendation on behalf of their caseload of the senior class, summarizing each student's high school experience and the faculty's views of the overall contribution made by that student.
- Ensures communication to different stakeholders (students, parents, faculty, and administration) is effective and timely.
- Plans and delivers a series of formal programming for families, including Junior Preview Night, Senior Parent College Night, Case Studies, and Financial Aid Night for students and parents, helping them to understand the intricacies of the college admission process.
- Creates and maintains curriculum for the senior college seminar in the fall and possible seminar for juniors in the spring.
- Builds upon a culture of inclusivity in the college process, including setting expectations for students and families on acting equitably.
- Maintains and cultivates relationships with college admission officers, which includes hosting them during their visits to campus.
- Stays informed on current admissions and counseling trends through reading and research, maintaining membership in, and attending professional associations and conferences, participating in campus visits and tours, and networking extensively with college admissions and college counseling colleagues.
- Serves as an advisor for a cohort of 10-12th grade students.

Academic Leadership

- Assists Advisors, the Deans, and the Academic Dean in developing appropriate class selections for each junior/senior student.
- Maintains a thorough understanding of each department's curricular offerings and policies and serves on the Curriculum Committee.

Administrative Duties/Public Relations

- Develops and maintains close relationships with college-admission personnel, including a week of advocacy travel each spring.
- Serves on the Head of School's Administrative Team, providing advice on school policies and schedules.
- Publishes the school profile.
- Represents Marin Academy at regional and national meetings of college-admission professionals.
- Coordinates the visitations of college-admission officers to campus, ensuring that each leaves with an appreciation for our school.
- Administers PSAT to all sophomores and juniors and proctors extended time testing on campus for SAT in addition to the AP testing program.

Requirements and Qualifications

- Demonstrated cultural awareness, including knowledge of themselves and the cultural lenses they bring to interactions. The candidate will understand different perspectives, interact respectfully with cultures other than their own, and cultivate meaningful relationships with people who have different cultural frameworks.
- Bachelor's degree; Master's degree preferred.
- Five or more years of relevant experience in either selective college admissions or college counseling.
- An understanding of the University of California and California State University admissions practices preferred.
- Excellent listening, counseling, communication, public speaking, and technology skills.
- Prior experience working with a diverse student population and demonstrated equity and inclusion mindset. Candidates should be aware of their own identity and biases, consider how privilege impacts the college process, possess an interest in hearing about the unique stories of all students, and take into account how

students' college experiences vary according to racial, cultural, and financial backgrounds.

- Knowledgeable or eager to learn about equity and inclusion on college campuses, the financial pressures inherent to the college process, and about Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Predominantly White Institutions (PWIs) that are affirming and supportive of specific groups.
- Strong organizational and time management skills.
- Some evening and weekend work is required.

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer and welcomes candidates with a progressive and innovative mindset and a commitment to diversity, equity, and inclusion in the workplace. Salary and benefits are very competitive.

For more information about Marin Academy, please visit our website (www.ma.org).

Interested candidates are requested to submit a cover letter and resume to Francesca Johnson, Director of Human Resources (fjohnson@ma.org).