

**HORACE MANN SCHOOL**  
**231 West 246<sup>th</sup> Street**  
**Bronx, NY 10471**  
**An Equal Opportunity Employer**

**Associate Director of College Counseling**

Start Date: July, 2021

Horace Mann School seeks an experienced educator to join its College Counseling Office. Currently, this team includes an Executive Director of College Counseling, two Senior Associate Directors, five Associate Directors, and one Administrative Assistant.

College Counselors are responsible for:

- Working closely with individual students in their assigned caseload (30-35) on all aspects of the college search, application, and financial aid processes
- Writing individualized letters of recommendation summarizing each student's high school experience within the appropriate context and providing appropriate follow-up for each applicant
- Meeting with parents about the college search, application, and financial aid processes and the individual needs of their students
- Building upon a culture of inclusivity in the college process, including setting expectations for students and families in terms of acting equitably
- Collaborating with other members of the team to develop and implement thoughtful, effective college counseling strategies, innovative programming, and best practices in the context of Horace Mann School
- Establishing and maintaining collaborative relationships with parents, faculty & staff, administrators, and college admission professionals.
- Continuously seeking professional development in the field of college admission and college counseling
- Establishing competence with web and computer-based software systems such as Naviance, Maia Learning, Google Workspace, and Zoom or other virtual platforms
- Teaching a spring college counseling workshop for juniors
- Various college counseling projects as assigned by the Executive Director

**Qualifications**

The strongest candidates will have the following experience and qualifications:

- Demonstrated cultural awareness, including knowledge of themselves and the cultural lenses they bring to interactions. The candidate will likely understand different perspectives, interact respectfully with cultures other than their own, and cultivate meaningful relationships with people that have different cultural frameworks.
- Bachelor's degree, advanced degree preferred
- Five or more years of relevant experience in either college counseling or selective college admissions
- Exceptional interpersonal skills and a desire to work closely with a team of colleagues
- 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 a curiosity about the unique stories of all students, and take into account how students' college experiences may vary according to racial, cultural, and financial backgrounds.

- An appreciation for building relationships with students and families while using a style that is candid yet tactful regarding expectations. The candidate should understand how to work effectively and proactively engage with involved parents who may have high expectations.
- Exceptional listening, counseling, writing, and technology skills
- Clear communicator and comfortable speaking publicly in both small and large venues
- Interest in participating in the wider Horace Mann School community
- Interest in continual professional development

### **Other Expertise**

Although not required, some background knowledge in the following areas would also be helpful:

- Languages other than English
- Health and Wellness
- Research and Statistics
- Technology and Social Media

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 304 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2020, the School enrolls 1,801 students representing 154 zip codes, with 44% self-identified students of color. For 2020-21, 15% of the students receive need-based Financial Aid. Thirty-one percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$100 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

The Upper Division at Horace Mann School provides a demanding academic experience for more than 700 highly motivated, hard-working students. Combining rigorous courses in STEM fields with ambitious courses in the Humanities and Arts, the Upper Division curriculum allows students to build essential critical thinking skills, to delve deep into their areas of interest, and to become independent thinkers. Students and faculty take pleasure in intellectual pursuit and the understanding of their connections to the world around them. Through the school's extensive extracurricular programs, students work with faculty members to pursue their passion for service and social justice. The Upper Division is characterized by the purpose, energy, curiosity, and empathy of its students and faculty.

Interested candidates should send resume and cover letter to:

[employment@horacemann.org](mailto:employment@horacemann.org)