



JOB TITLE: Director of College Counseling

REPORTS TO: Dean of Academics

SERVES ON: Head of School Administrative Team

CLASSIFICATION: Exempt

Marin Academy seeks a school leader to serve as Director of College Counseling beginning as early as December 2022. The Director will lead the college counseling office, an office that cultivates deep relationships with our students, promotes self-reflection, and emphasizes a values-driven college process focusing on four values:

- **Choices:** Every student should have choices in where they can attend college or pursue postsecondary 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 is a transformative and impactful period in a person's life, applying to college is itself a valuable experience in developing confidence and understanding of self. Our office challenges students to identify intrinsic and internal sources of fulfillment beyond college outcomes.

The Director of College Counseling should be prepared to take the helm of a relatively new team and to continue the important work for building confidence and trust with students and their families. To that end, the following are the primary responsibilities:

Institutional Leadership

- Direct the strategic approach to college counseling for Marin Academy
- Lead and supervise the College Counseling Office, including supporting and training members of the department
- Collaborate 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, focus on refining and improving our approach as it relates to our school's mission and strategic priorities

- Ensure communication to different stakeholders (students, parents, faculty, administration) is effective and timely
- Plan and deliver 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
- Stay informed on current admissions, counseling, and standardized testing practices and 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, college counseling, and standardized testing colleagues and professionals

Academic/Student-Facing Leadership

- Assist advisors, the deans, and the Dean of Academics in developing appropriate class selections for each junior/senior
- Maintain a thorough understanding of each department's curricular offerings and policies
- Advise 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
- Write 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
- Create and maintain curriculum for the senior college seminar in the fall and possible seminar for juniors in the spring
- Meet with Marin Academy parents and guardians about the college search and application process and the individual needs of their students
- Serve as a grade-level advisor for a small cohort of students
- Implement standardized testing guidance and mock testing in accordance with current testing landscape

Administrative Leadership

- Serve on the Head of School's Administrative Team, providing advice on school policies and strategies
- Develop and maintain close relationships with college admission personnel, including hosting them during their visits to campus and potential advocacy travel

- Publish the school profile
- Administer practice testing for sophomores and juniors
- Represent Marin Academy at regional and national meetings of college admission professionals
- Work closely with the Communications Office to execute College Counseling Office's written and visual presence, including a twice-a-month newsletter and/or other communication
- Attend professional conferences to represent MA and to develop professionally
- Visit college campuses individually, on college-sponsored trips, and, possibly, as a chaperone on spring break college tours

Cultural Leadership

- Model and cultivate a shared sense of purpose in order to create a culture of engagement and investment among all members of the community
- Model encouragement and compassion through interactions with members of the community
- Build upon a culture of inclusivity in the college process, including setting expectations for students and families on acting equitably
- Model transparency in an effort to foster a culture of collegiality

Direct Reports

- Two Associate Directors of College Counseling
- 50% College Counseling Assistant

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 that have different cultural frameworks.
- Bachelor's degree required, Master's degree preferred
- Five or more years of relevant experience in either selective college admissions or college counseling
- 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
- Commitment to building strong, individualized relationships with students and their families
- An appreciation for the joys and challenges of working with high school students, their parents/guardians, and faculty
- Excellent communication skills, especially engaging public speaking, close listening, and clear and dynamic writing abilities
- A strong professional network amongst the college admission and college counseling community
- A broad knowledge of the programs and requirements at a wide range of colleges and universities
- The highest standards of professionalism, with a focus on creating warm, uplifting, and trusting working relationships marked by humor, optimism, humility, empathy, emotional intelligence, extraordinary interpersonal skills, and collaboration
- Ability to share optimism and hope around the college search and application process, as well as the realities
- Ability to manage and navigate the expectations of invested and aspirational families with grace
- An understanding of the University of California and California State University admissions practices preferred

At Marin Academy, we believe equity and inclusion are at the core of our mission, which calls on us “to think, question, and create in an environment of encouragement and compassion.” In challenging us “to accept the responsibilities posed by education in a democratic society,” MA pushes our community to envision a more just world and to grapple with the inequitable systems and structures that persist around us. These values are embedded in our teaching and learning. At MA, we recognize that creating an inclusive school is not a one-time act—it’s an ongoing process that requires continual attention and evolution. While we work to represent diverse voices within the curriculum, we also engage in reimagining our practices and culture to consider students’ lived experiences and needs.

At present, MA is just over halfway through an ambitious strategic plan that emphasizes interdisciplinary and transdisciplinary teaching and learning, competency-based education, and equity and inclusion. Candidates eager to work toward these strategic goals will be prioritized in our search process. Furthermore, we welcome candidates who are eager to grow in their professional lives and who demonstrate a willingness and an ability to engage in reflection on their practice.

The school is a vibrant and increasingly diverse community, and students and teachers alike continue to work toward the furthering of an inclusive and supportive school. Marin Academy is an equal opportunity employer committed to excellence through diversity, and people of color and women are encouraged to apply. For more information about Marin Academy, please visit our website (www.ma.org).

Candidates interested in applying for the position should send the following to KaTrina Wentzel (kwentzel@ma.org), Academic Dean:

- A Resume
- A Cover Letter
- A Reference List
- A one- to two-page statement articulating your approach and/or philosophy to college counseling in independent schools