

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Associate Director of College Counseling

Start Date: July 1, 2019

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, three Associate Directors, and one Administrative Assistant. Counselors are responsible for:

- Advising students on all aspects of the college search, application, and admission process.
- Working with students individually and in small groups.
- Writing comprehensive college recommendations for each advisee in his/her group (30-35)
- Maintaining effective relationships with parents, faculty & staff, and college admission professionals

The successful candidate is likely to be an experienced college counselor and/or college admissions professional whose knowledge of colleges is broad. Experience with highly selective college admissions is especially valued. The candidate is likely to have a style in working with families that is transparent, communicative, and candid yet tactful regarding expectations. He, she, they should understand how to work effectively and proactively engage with involved parents with high expectations. Notable qualifications are likely to include:

- Commitment to working in a diverse and inclusive office and school community
- An appreciation for building relationships with students and families
- Clear communicator and comfortable speaking publicly in both small & large venues
- Excellent responsiveness to all constituencies (parents, college representatives, etc.)
- Exceptional writing, leadership, and interpersonal skills
- A desire to work closely with a team of colleagues
- Collaborative and inclusive decision-making style
- Confident and self-directed
- Interest in participating in the wider school community
- Interest in continual professional development

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

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

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, 2018, the School enrolls 1,786 students representing 148 zip codes, with 40% self-identified students of color. For 2018-19, 15% of the students receive need-based Financial Aid. Twenty-two 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 and qualified candidates should send an email to employment@horacemann.org and include:

- cover letter expressing interest in the Horace Mann Associate Director position
- current résumé
- list of 3 references with name, phone number, and email address of each