



**Brentwood School**  
Los Angeles, CA  
**Director of College Counseling**  
**July 2020**

Brentwood School in Los Angeles, California, is an independent, coeducational, college-preparatory day school in the Brentwood neighborhood of west Los Angeles. The school, a community of 995 kindergarten through twelfth-grade students and 140 faculty, is situated on two campuses: the West Campus (grades K-6) sits four blocks from the original East Campus (grades 7-12). In its relatively short history of 45 years, Brentwood has grown to be one of the premier independent day schools in California. The school enjoys an exceptionally strong national reputation for a rigorous academic program, combined with a commitment to nurture and support its students both personally and academically. The learning atmosphere is charged by intellectual discovery and marked by a pride in the school that is shared by students, faculty, and parents alike. Brentwood abides by the core values of trust, respect, responsibility, honesty, caring, community, and diversity.

Visitors to Brentwood's two campuses are immediately struck by their beauty and warmth. The setting is a well-integrated blend of old and new buildings, red-tiled roofs, intimate courtyards, ivy-covered walls, and green fields. Situated at the base of the Santa Monica Mountains at the western edge of Los Angeles, the community of Brentwood is gracious and welcoming, with comfortable homes on leafy, well-maintained streets. Nearby neighborhoods and cities include Pacific Palisades, Santa Monica, Westwood, and Bel Air. The UCLA campus is directly east of the school about one mile. The Brentwood area is also home to the Getty Center, one of the world's most comprehensive arts, conservation, and education institutions.



Brentwood's two-acre West Campus facilities include a three-story main classroom building with 15 classrooms, a library, and computer lab. Science, art and music are taught in individual facilities. There is a separate and secured Kindergarten area with a grass area and developmentally appropriate play equipment. Sports facilities include a large athletics field and an outdoor multi-purpose sports court. In addition, the 14,000-square-foot Arts and Athletics Building was completed in 1999.



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Brentwood's East Campus (Middle and Upper Schools) is situated on 28 acres with Mission-style historic buildings and sustainable landscaping. The two-story Middle School building, including classrooms and the gymnasium, is on the lower section of the hillside campus. The Upper School facilities, including classrooms, laboratory space, a cafeteria, a bookstore, faculty and administrative offices and courtyards, are on the hillside with sweeping views across Los Angeles to the ocean.

Going forward the school has created a 30-year Educational Master Plan that calls for moving the 6<sup>th</sup> grade into the Middle School beginning in the 2019-20 school year. This plan includes a new 73,000 square foot Middle School building followed by a new classroom building on the West Campus. After completion of the new Middle School in 2019 enrollment will increase by approximately 250 students. Programmatically, with this expansion, the school will open the Belldegrin Center for Innovative Leadership in 2018. This is an exciting and transformational time in the school's history.

Brentwood's student body is diverse and lively. Students of color comprise 35% of the population in grades 7-12 and 37% of grades K-6. Brentwood is strongly committed to an aggressive financial aid program. The school has budgeted just over \$4 million annually for financial aid and 16% of the students receive assistance. With the school's close proximity to three major freeways, Brentwood is easily accessible to students from a wide geographical area served by five school bus routes and an extensive carpool system.

***Statement of Purpose***  
***Brentwood School***  
***inspires every student to:***  
*Think critically and creatively.*  
*Act ethically.*  
*Shape a future with meaning.*

Students come to Brentwood School from 90 different zip codes and from over 140 different schools. Brentwood School has always been a community where students and teachers know and care about each other. The closeness and longevity of these relationships is evident in the close ties many teachers still share with alumni/ae. The vibrant faculty draws on a wealth of teaching experiences. Over 53 faculty members have been at Brentwood for 10 or more years.



The child-centered philosophies of learning and teaching, the emphasis on a broad-based and diverse liberal arts curriculum that is connected and sequential between grades and divisions, and the unwavering quest for excellence are all common features of the Brentwood K-12 experience. The school provides a core curriculum that is primarily traditional and classical emphasizing language, communication, mathematical reasoning, and computation. The goal of both curriculum and pedagogy is to foster intellectual curiosity, excitement for learning, and a desire to fulfill individual potential.



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## **Director of College Counseling**

The Director of College Counseling is a full-time position, reporting directly to the Upper Division Director. The Director of College Counseling is a member of the Upper School Administrative Team and the Brentwood School (K-12) Leadership Team. The ideal candidate will be a team-oriented, effective manager and leader with an interest in working with high school students, their families, college representatives, faculty, and administrators.

### **Duties and Responsibilities**

- Leading and effectively managing the college counseling department including two Associate Directors and one full time support staff member
- Advising students and families through the college research, application, and selection process
- Writing letters of recommendation
- Reviewing, adjusting, and improving the college counseling program each year
- Executing on-campus programs and workshops for parents, students and college admissions representatives
- Advising on course selection, registration, and consequences in the college selection process
- Preparing regular mailings and electronic communication to parents in tandem with the communications staff
- Overseeing progress through the fall process of finalizing college lists and sending off applications
- Visiting college campuses to establish and maintain mutually beneficial relationships with college admission staffs
- Representing Brentwood School at national and regional conferences
- Guiding the work of the office through weekly department meetings
- Attending weekly faculty and administrative meetings
- Preparing and presenting to the Board of Trustees regular reports on the college admission process, placement, and national trends
- Attending regular curriculum committee meetings
- Advising faculty in their writing of college recommendations
- Work with various personnel who support the college counseling process, including the Liaison for Student Athletes and the Essay Writing Coach
- Establishing and maintaining a yearly budget
- Sharing chaperone responsibilities with the CC Team for East and West Coast College Trips
- Engaging actively in the Brentwood School community, including attending student performances, athletics events, social activities and serving as an advisor
- Organizing and implementing the annual Essay Writing Workshop for seniors

### **Desirable Attributes**

- A detail-oriented approach to work and outstanding communication skills including writing, listening, and public speaking
- The ability to work collaboratively with the administration, faculty, and other key members of the Brentwood community
- The energy, patience, and sense of humor necessary to work effectively with high-school students and their families
- Commitment to diversity, equity, and inclusion
- Proficiency in MS Office and the ability to learn additional software such as Naviance
- Extensive experience in selective college admissions and/or college counseling
- Bachelor's degree; master's degree (strongly) preferred



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The office is currently being led by Jean Wall on an interim basis for three years. Two new associate directors began in July 2018.

The school anticipates making an appointment for 2020 and can make that sooner than later.

### To Apply:

Brentwood School has engaged the services of Carney, Sandoe & Associates to assist in its search for this position. Interested individuals should email a cover letter and resume to and/or contact Senior Search Consultant, Ben Bolte: [bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com)/617-933-3430. Please do not send your information to the School. *All inquiries are confidential; compensation will be highly competitive.*



*100% of the Brentwood senior class is admitted to four-year colleges. The following is a complete list of college acceptances from the Class of 2016. **Bold** denotes where students matriculated in 2016.*

<b>Aalto University</b>	University of Colorado at Boulder	Maryland Institute College of Art	University of San Francisco
American University	Connecticut College	University of MD, College Park	<b>San Jose State University</b>
<b>The University of Arizona</b>	<b>Cornell University</b>	Marymount	Santa Clara University
<b>Bard College</b>	<b>Dartmouth College</b>	Manhattan College	<b>Santa Monica College</b>
<b>Barnard College</b>	<b>DePaul University</b>	University of Massachusetts, Amherst	Sarah Lawrence College
Bates College	Drew University	<b>Miami University</b>	School / Art Institute of Chicago
Boston College	<b>Duke University</b>	<b>Oxford University</b>	Scripps College
<b>Boston University</b>	Durham University	<b>University of Miami</b>	Skidmore College
Brandeis University	The University of Edinburgh	<b>University of Michigan</b>	<b>University of Southern California</b>
<b>Brown University</b>	<b>Emory University</b>	<b>Middlebury College</b>	<b>Southern Methodist University</b>
Bucknell University	Fordham University	Morehouse College	<b>Spelman College</b>
California Lutheran University	University of Florida	University of Nebraska at Lincoln	<b>University of St Andrews</b>
<b>California State Polytechnic University</b>	<b>University of Kansas</b>	The New School - All Divisions	<b>Stanford University</b>
<b>Pomona</b>	Franklin & Marshall College	<b>New York University</b>	<b>Swarthmore College</b>
California State University	<b>George Washington University</b>	<b>UNC / Chapel Hill</b>	<b>Syracuse University</b>
Chico California State University	<b>Georgetown University</b>	<b>Northeastern University</b>	Temple University
Dominguez Hills	Georgia Institute of Technology	<b>Northwestern University</b>	The University of Texas, Austin
California State University, Northridge	Goucher College	University of Notre Dame	<b>Trinity College</b>
California State University, Sacramento	Hamilton College - NY	Oberlin College	Trinity University
<b>University of California, Berkeley</b>	Hawaii Pacific University	Occidental College	Tufts University
<b>University of California, Davis</b>	University of Hawaii at Manoa	The Ohio State University	<b>Tulane University</b>
University of California, Irvine	University of Hawaii at West Oahu	Ohio Wesleyan University	<b>Vanderbilt University</b>
University of California, Los Angeles	Hobart and William Smith Colleges	University of Oregon	Vassar College
<b>University of California, Riverside</b>	Hofstra University	University of the Pacific	University of Vermont
University of California, San Diego	Univ. of Illinois/Champaign-Urbana	<b>University of Pennsylvania</b>	Villanova University
University of California, Santa Barbara	Indiana University at Bloomington	University of Pittsburgh	University of Virginia
<b>University of California, Santa Cruz</b>	<b>Johns Hopkins University</b>	Portland State University	Washington College
Case Western Reserve University	Kenyon College	University of Puget Sound	Washington State University
<b>Chapman University</b>	King's College London	Purdue University	<b>University of Washington</b>
<b>University of Chicago</b>	Lake Forest College	University of Redlands	<b>Washington University / St. Louis</b>
City University of New York	University of La Verne	Reed College	<b>Wesleyan University</b>
Colby College	Loyola Marymount University	Rensselaer Polytechnic Institute	Wheaton College MA
Colgate University	Loyola University Chicago	<b>University of Richmond</b>	Willamette University
College of William and Mary	Loyola University New Orleans	<b>American Intl College in London</b>	<b>University of Wisconsin, Madison</b>
	<b>Lycoming College</b>	<b>University of Richmond</b>	Xavier University of Louisiana
	Macalester College	University of Rochester	<b>Yale University</b>
		<b>San Francisco State University</b>	



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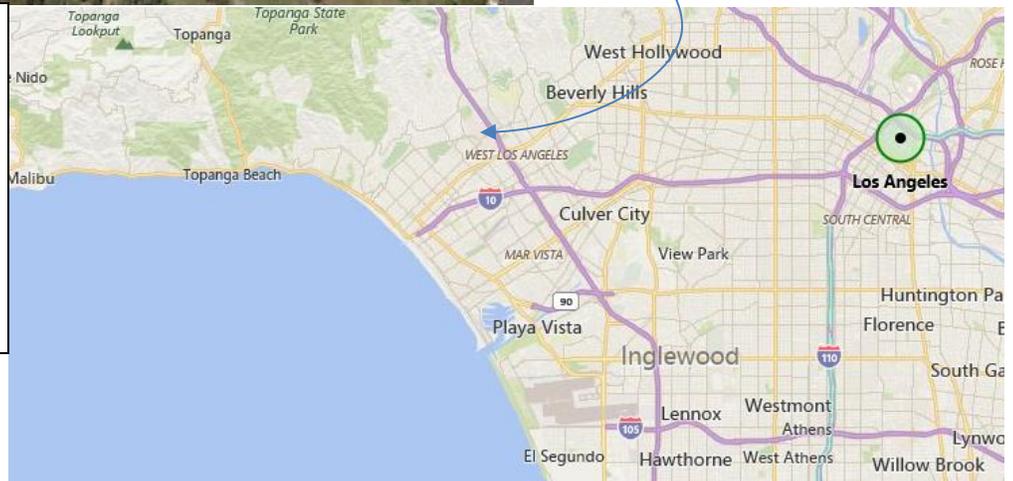
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***Brentwood School Vision Statement***  
*By 2020, Brentwood School will be the standard for independent school education through the essential integration of academic excellence, emotional intelligence, and character development.*



◆ Brentwood School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and to seeking a diverse and broad spectrum of qualified candidates. Brentwood School does not discriminate in employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age, or sexual orientation. ◆



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