



THE BUCKLEY SCHOOL
Sherman Oaks, California

DIRECTOR OF COLLEGE COUNSELING
Start Date: Spring/Summer 2022
buckley.org



**Carney
Sandoe**
& ASSOCIATES



Mission Statement

The Buckley School is a dynamic, nurturing learning community committed to equity and inclusion. Our innovative teachers and challenging programs inspire creativity, courage, and collaboration. By promoting a balanced development of mind, body, and character, we encourage each student to find joy and meaning in life and make an impact in the world.

OVERVIEW

The Buckley School proudly carries on the mission of its founder, Dr. Isabelle Buckley, who in 1933 set out to provide students with an education characterized not only by academic excellence, but also a sense of self-esteem, responsibility, and character. An independent, coeducational day school for students in kindergarten through grade 12, providing students with a program based on critical thinking, creative self-expression through arts, physical development, and moral education lies at the heart of Buckley's ethos.

At The Buckley School, faculty and staff believe in their students, see their capacity for growth, and nurture their ability to create, evaluate and lead with empathy. Inspired by its mission, Dr. Buckley's Four-Fold Plan — education with equal emphasis on Academics, the Arts, Athletics, and Moral Education — and the Buckley Commitment of Honesty, Loyalty, Respect, Kindness, Self-Reliance, and Self-Discipline, faculty uplift students, partner with parents and guardians, and build community every day.

Buckley seeks a Director of College Counseling to begin the role in 2022. The Director will be responsible for leading and managing a four-person college counseling office and for administering and participating in the school's day-to-day college counseling activities. The Director will develop and maintain relationships with appropriate colleges and universities and have a solid understanding of the admissions processes and requirements at a range of institutions. This will enable the office to guide students and parents/guardians as they navigate the application process and seek financial aid and scholarship opportunities. The Director regularly engages in conversation with other Buckley leaders about the ongoing development of the school's curriculum and academic programs. The ideal candidate will be a relational, dynamic, team-oriented, effective manager and leader. At the core, the Director will have an interest in and enthusiasm for working with high school students, their families, college representatives, faculty, and administrators.

At a Glance

Total students: 830

Students of color: 32%

Zip codes represented: 120+

Total faculty: 110

Faculty of color: 26%

Faculty with advanced degrees: 75%

Student/teacher ratio: 12:1

Financial aid budget: \$5M

Students receiving aid: 17%



THE SCHOOL

The Buckley School is the oldest K-12, independent, coeducational day school in Los Angeles. A defining advantage of the school is that its three divisions—Lower, Middle, and Upper—share a single campus. This important part of its educational philosophy ensures strong continuity in curricula and in individual student support and experience. Nestled into one side of the canyon, the Lower School is sheltered from the rest of campus. At the same time, there is no shortage of opportunities for interaction between divisions or for students of different ages to mentor and learn important lessons from one another. As one teacher stated, “Buckley is an old school with a new vibe,” a “blend of tradition and innovation,” with “great programs in the arts and Diversity, Equity & Inclusion especially.” Financial support for families has grown substantially, student retention is strong, and the admissions process incorporates many high touch points.

Buckley is a community grounded in engagement, curiosity, a growth mindset, and DEI work. Its [diversity statement](#) charges the school to commit to its goals in relation to diversity, equity, and inclusion by encouraging members of the community to consider their personal roles in upholding equity and inclusion on campus and beyond. Recently, the school has made a commitment to [becoming an anti-racist community](#) by expanding and integrating initiatives even more deeply into the curriculum, professional development for faculty/staff, parent/guardian education, faculty and student recruitment and retention, and the admissions process. A DEI Faculty committee works to advance the work. Additionally, many student, family, and faculty and staff clubs and affinity groups are offered, and a Black Alumni Organization has formed.



Faculty, students, and parents comment that at Buckley the kids are great – they’re engaged learners and community members with a sense of kindness that connects and energizes campus. It’s also a whole-child educational environment with intentional K-12 alignment in the core principles. Also important to note, alumni have a deep love of Buckley as does the parent and guardian community. Faculty often refer to their “great and inspiring colleagues,” and the Board of Trustees is diverse and forward thinking.

Buckley is accredited by the Western Association of Schools and Colleges (WASC) and the California Association of Independent Schools (CAIS).

UPPER SCHOOL ACADEMICS

Buckley’s Upper School is a rigorous, nationally regarded college preparatory program. With attention to individual students’ needs and a focus on creativity, students are offered a strong liberal arts curriculum that prepares them for college and beyond. In addition, through elective courses, a wide variety of clubs, affinity groups, athletic teams, and performances, Upper School students mix and match their interests, carving out identities and charting their own educational journeys. The Upper School experience does more than prepare students for success at the college level; it helps them develop into independent, creative thinkers who will positively influence the world around them.

All Upper School students are required to complete courses in English, mathematics, science, social science, world languages, visual/ performing arts, and physical education, with a variety of honors and Advanced Placement courses available. A variety of electives gives students opportunities to explore topics outside the core curriculum.



Portrait of a Graduate

Following more than a year of work, including conversations among its faculty and staff and input from other school constituencies, Buckley recently unveiled its Portrait of a Graduate. The Portrait articulates five sets of qualities and skills Buckley seeks to cultivate in its students as they progress to college and life. They are:

True Friend

- Uplifts others
- Listens with intention
- Turns empathy in action
- Invests in community
- Considers their impact

Creative Thinker

- Practices self-reflection
- Asks a better question
- Champions innovation
- Makes unexpected connections
- Understands the past and envisions tomorrow

Resilient Explorer

- Views challenges as opportunities
- Relishes experimentation, play and curiosity
- Seeks to understand and respects the natural world
- Attends to health and wellness
- Rebounds with zeal

Inclusive Leader

- Knows when to observe, when to support, when to initiate
- Displays a strong work ethic
- Sees strength in difference
- Models honesty, humility, and accountability
- Advocates for justice

Dynamic Storyteller

- Communicates with clarity and purpose
- Finds joy in artistic expression
- Examines the human condition
- Engages the senses
- Discerns and promotes truth

All ninth graders must take two courses designed to help them successfully transition to high school: Human Development and Intersections of Identity: Leadership, Diversity, and Equity. As part of their academic requirements, all Upper School students compete on athletic teams or participate in physical education classes; they take a minimum of two visual or performing arts classes; and they participate in ethical education programs through advisory sessions, speaker series, and student-led sketches and discussions. Students in the Upper School also have an obligation to perform one service learning project each year they are enrolled in high school. They also build leadership, teamwork skills, learn to value their community, and form and deepen their friendships.

Buckley's graduation requirements meet or exceed the University of California and California State University entrance requirements.

The full curriculum guide may be viewed [here](#).



THE ARTS

The visual and performing arts are an integral part of the curriculum at Buckley. Students are involved in a variety of arts classes that interweave skill development, creative thinking, self-expression, and understanding of the historical and cultural context of the arts.

In Buckley visual arts classes, students are encouraged to explore individual, creative approaches to their art and to develop technical skills with a variety of media. The study of art history and modern concepts provide students with a cultural context of art. Class work includes studio time and may include field trips to museums, galleries, and artists' studios.

In the Upper School, students take a minimum of two years in the visual and performing arts to develop advanced technical skills and a nuanced understanding of their instruments and fields of study. They also have the opportunity to join many small and large performance groups. In some classes, students can earn credits transferrable to the University of California and California State University arts programs. Each discipline is built around the national and state standards in the arts. The curriculum includes performing opportunities, showcases, competitions, involvement in fundraising and philanthropic events, school assemblies, field trips, master classes, workshops, and collaborations with artists-in-residence.

Students are offered a wide range of studies in the Drama and Dance Department. There are a variety of theatre and dance classes as well as three extracurricular theatre productions a year: a fall Upper School musical (may include middle school students), an Upper School play, and a Middle School play. Advanced Upper School dance classes culminate in the Spring Dance Festival.

The Music department offers courses in vocal, instrumental music, music composition, music technology/production, and experiential classes on music appreciation, active listening, and music history. Students have extensive opportunities to perform, write, score, and produce music and to participate in Jazz Band, Upper School Advanced Strings, various chamber and small-group performances.



ATHLETICS

Athletic activity is regarded as vital to the total educational experience at Buckley. The program in Upper School increasingly focuses on commitment and individual strength. Students can continue with physical education classes or those with a competitive streak may try out for interscholastic athletic teams, several of which have become finalists and league champions.

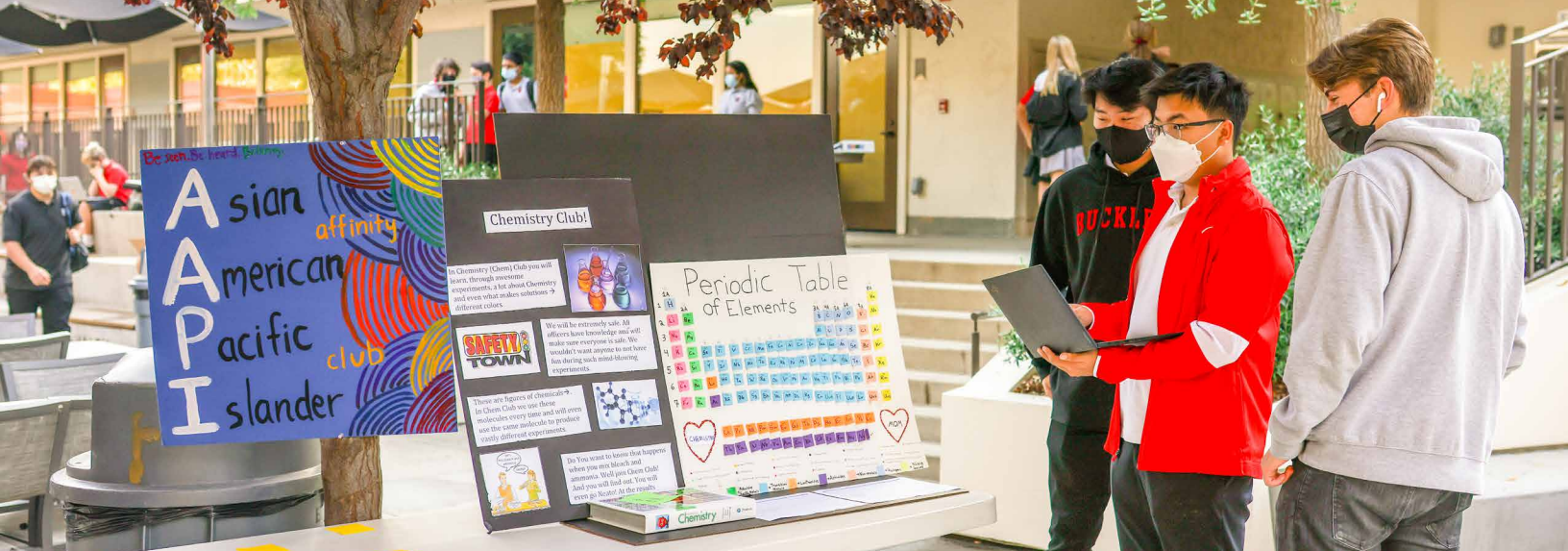
The Upper School competes in the Liberty League, Independence League, and Prep League. All High School athletics are governed by the California Interscholastic Federation (CIF) Student athletes may choose from the following team sports: baseball, basketball, cross country, equestrian, golf, soccer, softball, swimming, and volleyball.

STUDENT LIFE

Student Support

Buckley is committed to ensuring the success of its students both in and out of the classroom. The advisory program provides each student with a network of peer support and a faculty or staff advisor who can offer advocacy, compassion, and counsel in social, educational, and developmental situations. The program supports the personal and academic growth of each student and fosters a culture of connectedness within the advisory group and in the school as a whole in order to create a warm, fun, and supportive environment.

Another support system is the Buckley Honor Council (BHC), which was created as a means to help guide the Buckley community. Compassion and confidentiality are vital elements of the honor council process as members uphold the notion that true spirit and fair treatment come from kindness.



Clubs and Activities

There are a variety of clubs and activities in which Upper School students can participate. Each fall during Clubfest, new clubs are promoted and presented to high school students to encourage membership. The Diversity Club, Varsity Club, Junior State of America, Engineering, Chemistry, Math, Pre-Med, Model United Nations, and the Mock Trial and Robotics teams are just a few of the clubs that continue to be active every year. Science enthusiasts can join Buckley's Team 1661 that competes nationally in robotics competitions, and leadership opportunities are available in the Upper School Student Council. Students may also get involved with the Student Voice, Images, The Buckley School yearbook, and the Upper School literary magazine, The Oxford Comma.

Service Learning

The Buckley School's extensive community service program engages students in local communities through their support of causes, agencies, and individuals in need. Activities as varied as natural habitat restoration, food drives, fundraising for disaster relief, math mentoring, and shelter animal care enable students to enrich the world around them. Students see, firsthand, how the power of their actions can make a positive difference in communities near and far and in their own lives. Community service brings critical elements of Buckley's mission to life and actively supports the development of well-rounded individuals through ethical education. Upper School students fulfill a project-based requirement.

Students appreciate Buckley's commitment to a well-rounded education and one that includes their moral and character development. They feel seen and supported in the community. They express an appreciation for the relationships they develop with their teachers, advisors, and fellow students across grade levels. They are comfortable about and encouraged in pursuing their intellectual and co-curricular interests. Encouraged to try new ones and spread their wings, they appreciate the great resources that allow them to do so. "There's a lot of heart and care for students," said a junior.

The Outdoor Education Program is an essential part of the school's overall academic program. It is also a way to provide students with valuable experiences that are significantly different from their regular school experiences. Each off-campus experience is designed to align with topics students encounter in their academic programs. During these trips, students learn about the environment and how human beings benefit from and can impact positive future change through activism.

COLLEGE COUNSELING PROGRAM

Buckley's college counseling program strives to celebrate the high school experience, provides information, and supports students and their families in planning for potential next steps. During the first two years of Upper School, the college counseling team meets with students to discuss big picture concepts that can influence college choices—taking academics seriously, getting involved in activities that are fun and meaningful, and expanding reading habits. Starting in the second semester of 10th grade, college counseling staff commence their individual work with students, including serving as their academic advisors as students finalize their academic programs for the 11th and 12th grade years and providing access to SCOIR. As students begin the latter phases of Buckley's college preparatory program, the college counseling office works with teachers, advisors, and coaches to guide each individual through the college admission process.

Beginning in junior year, the college counseling process becomes more focused. The counselors' approach is highly individualized and student-centered by demystifying the process as much as possible and empowering each family to make appropriate college choices based on comprehensive research. Students are encouraged to consider how their talents, abilities, and dreams can shape their college search and experience.

The college counseling program also includes parent/guardian education events, outside experts to discuss components of the college search and application process, a case study program (in collaboration with several other independent schools), and essay workshops.

View the 2021-22 School Profile [here](#).

College Acceptances

Graduates from the classes of 2018-2021 were accepted to the following institutions, among others:

American University
Arizona State University
Bates College
Boston University
Brown University
Carnegie Mellon University
Colgate University
Columbia University
Cornell University
Davidson College
Duke University
Elon University
Georgetown University
Harvard University
Howard University
Johns Hopkins University
Lafayette College
Middlebury College
Morehouse College
New York University
Northwestern University
Occidental College
Pomona College
Princeton University
Reed College
Santa Clara University
Sarah Lawrence College
Skidmore College
Stanford University
Syracuse University
Tufts University
University of California, Berkeley,
Davis, Irvine, Los Angeles, Merced,
Riverside, San Diego, Santa Barbara
& Santa Cruz
University of Chicago
University of Michigan
University of Pennsylvania
University of Southern California
University of Wisconsin-Madison
Wesleyan University
Williams College
Yale University

View the full list [here](#).



CAMPUS

Escaping the buzz of city life for a serene natural space to learn may seem unrealistic in the middle of Los Angeles, but that's exactly what Buckley's campus provides. Students can push a stool away from a state-of-the-art microscope and eat lunch at a table overlooking the canyon.

Blending seamlessly into the Santa Monica Mountains, Buckley's gorgeous 18-acre campus is nestled in a secluded residential neighborhood and features exceptional facilities. In 2012, the school opened a new Academic and Performing Arts Building, followed by a new Mathematics and Science Building in 2013. These spaces include state-of-the-art music, theater, dance, and art classrooms, as well as a blackbox theatre, journalism classroom, digital arts and music center, and science classrooms with prep areas for labs. The campus also features ample playing fields and an indoor pool. Take a virtual campus tour [here](#).



SHERMAN OAKS, CALIFORNIA

Sherman Oaks is a quiet, family-oriented neighborhood in the heart of the San Fernando Valley. Nestled between Van Nuys and North Hollywood to the north, Studio City and Encino to the east and west, and Bel Air and Beverly Crest to the south, Sherman Oaks truly lies at the center of Valley life.

The neighborhood has the comfort and convenience of a suburb — tree-lined streets and retail. On Ventura Boulevard, the area's main commercial area, gastropubs, wine bars, and bright brunch cafes mix it up with a vibrant range of local restaurants and the expansive Galleria shopping center.

Large, contemporary, single-family properties comprise the majority of the Sherman Oaks real estate market, with freeway access and proximity to the Santa Monica Mountains adding to neighborhood's appeal.



PRIORITIES, OPPORTUNITIES, AND CHALLENGES

Provide Stability and Build Increased Confidence. The Buckley community was impacted by the Varsity Blues scandal. Throughout the scandal, the Buckley college counseling office modeled care, integrity, and transparency, and the new Director has the opportunity to build on the community's renewed appreciation for the way the office counsels students and families and incorporates the tenets of the Buckley Commitment (honesty, loyalty, respect, kindness, self-reliance, and self-discipline) into their work. Additionally, the new Director will need to build family and student confidence in the college counseling office through skilled, responsive communication, and educative programming.

Leading a Dedicated College Counseling Team. The current team includes interim co-directors, an interim assistant director, and registrar/college counseling assistant. Moving ahead, Buckley anticipates having a sole director, two full-time assistant/associate directors, and registrar/college counseling assistant. The current team has established a collaborative and trusting working relationship and look forward to supporting and having support from the new Director. The office looks forward to the new Director to assess the office's needs and grow the program appropriately.

Assess Programming and Resources. The Buckley college counseling program is centered on the belief that the college counseling process is not transactional but rather a learning and growth experience critical to the development of each student. School constituencies appear aligned in their desire for additional but measured engagement between the office, parents/guardians, and students during their 9th and 10th grade years. Working collaboratively with Upper School leadership, the Director will lead the staff in developing new avenues for connection, education, and support for students and families.



Continue to Build College Office Practice. As the office evaluates and evolves its programming, the Director will also model and guide continued professional development, including focusing on the ways in which staff can further identify and center the individual needs of students in the college search process so that they feel fully seen, heard, understood, and supported. Among other areas, this will include expanding the office’s fluency with the admission practices associated with a wider range of colleges and universities. This includes special admission programs, international colleges/universities, and advancing the staff’s skill in supporting student athletes and art program applicants.

Partner with Faculty and School Leadership to Best Support and Prepare Students. The college counseling office, and the Director in particular, works in concert with faculty to ensure students are appropriately prepared for admission to and success in selective college and university programs. The Director sits on both the Upper School Leadership Team and the school’s Academic Leadership Team, informing discussions and ensuring that decisions are made with the college process and the academic and social/emotional demands of college and university in mind.



DESIRED QUALITIES AND QUALIFICATIONS

Buckley seeks an experienced leader who has:

- significant experience in highly-selective college admissions and/or leadership in independent school college counseling;
- commitment to continued professional development and growth (both personal and for the team);
- excellent communication skills, especially engaging and polished public speaking, close listening, and clear and dynamic writing abilities;
- superior organizational skills;
- a strong professional network amongst the college admission and college counseling community;
- knowledge of curriculum development and an understanding of the curricular landscape as it pertains to college admissions;
- strategic thinking skills with the ability to critically evaluate processes and implement change;
- 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;
- an appreciation for the joys and challenges of working with high school students, their parents, and faculty, and a deep understanding of human development, including a particularly strong understanding of the intellectual, social, and emotional development of adolescents;
- a passion for education in an independent school environment conveyed by a solid understanding of educational practice philosophy grounded in diversity, equity, and inclusion;
- a bachelor's degree (required); advanced degree preferred.

And who is:

- warm, patient, and empathetic, but firm and clear about boundaries;
- a collaborative leader committed to supporting and developing a team;
- accessible and responsive;
- able to share optimism and hope around the college search and application process, as well as the realities;
- committed to building strong, individualized relationships with students and their families;
- delighted about being part of a school community, eager to engage, and willing to be a visible presence;
- solution oriented and skilled at conflict resolution;
- able to think around corners and anticipate change, challenges, and opportunities;
- confident and comfortable in the spotlight yet humble and open to constructive criticism;
- a lifelong learner;
- invested in understanding Buckley's unique culture and approach to teaching and learning;
- able to manage and navigate the expectations of invested and aspirational families with grace and aplomb.

TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence at their earliest convenience. Ideally, this search will conclude in early February. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing interest in this particular position;
- A current résumé;
- Writing samples: three redacted letters of recommendation written about former or current students;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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