



Community School of Naples

Dean of College Counseling

July 2019

The Community School of Naples is an independent, co-ed, college preparatory day school enrolling over 818 students grades PK-12. Established in 1982 as an elementary school, today CSN's modern and well-equipped 80-acre campus is accessible to three academic divisions divided into a Lower/Intermediate School, Middle School, and Upper School.

THE POSITION

The Community School of Naples seeks its next Dean of College Counseling. The Dean will oversee the office of three, including an Assistant Dean and Office Assistant. The High School has 320 students, with a graduating class of 70-80 students each year, 100% of whom gain admission to a four-year college. Prior college counseling or admissions leadership experience in an independent school or college/university and a master's degree are required. In addition, the successful candidate will exhibit the following skills and qualities:

- A vision for inspiring leadership and effectively managing change in a busy mission- driven, collaborative college counseling office;
- Philosophical support for student-centered, skills-based, and experiential learning to prepare students not only for college but an ever-changing world;
- A collaborative and respectful approach in working with all school constituencies in a trusting environment where integrity, approachability, direct communication, and kindness are valued;
- Spirited and visible engagement in the broad opportunities offered by a lively school culture;
- Demonstrated communication, organization, problem-solving, and management skills.

The Dean's responsibilities include:

- Managing a high-performing team of college counselors to meet ambitious goals for student matriculation at appropriate colleges and universities, partnership with students and their families for college planning, and development of innovative application process programming for students and parents at all upper school grade levels;
- Supervision and mentorship of a college counseling staff that includes three additional full-time counselors and one administrative assistant to ensure that the team is functioning collaboratively, pursuing appropriate professional growth, and providing individual attention to student needs;
- Initiating and expanding on education, communication, and marketing of college counseling programs, support, and resources available for students and parents;
- Cultivating mutually beneficial working partnerships with college admissions professionals and local area college counseling colleagues including visitation to college campuses to stay abreast of university and college offerings and programs and hosting and arranging on-campus college representative visits;
- Tracking the progress of and collecting and analyzing data on Community School of Naples alumni enrolled at colleges and universities;



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College Counseling responsibilities at the Community School of Naples include:

- Managing a caseload of students by providing strategies, advice, support, and guidance to students and their families throughout the college application process; including the selection of the best individualized college choices, the creation and submission of materials to colleges in support of college applicants, writing recommendations for students applying to college, and facilitating visits between students and college representatives at the school;
- Meeting with students individually and in groups to educate and empower them on how to navigate the college application process, admissions trends, and college options; including assisting with identification of resources for scholarships and financial aid;
- Assisting students with the standardized test process, including scheduling test dates, registering students, arranging for special “prep” classes, and providing pre- and post-test counseling;
- Conducting events and educational outreach for both the student and parent communities;
- Attending conferences and professional meetings in order to remain current with industry trends.
- Participating in committee, department, and staff meetings as well as school-sponsored events that would benefit from the College Counseling area of expertise and collaborating with a team of professional counselors on behalf of students;
- Maintaining a membership in the National Association of College Admissions Counselors and subsequently following all principals of best practices as outlined by the organization.



THE SCHOOL

The Community School of Naples has built a regional reputation for excellence. 125 faculty teach classes that are limited in size to 16 students in the high school and 18 in the elementary school. CSN recognizes that talented and motivated faculty are essential to sustaining the school’s culture of inclusiveness and support, as well as being their most notable connection with the local community. Faculty at the school are educators, coaches, performers and artists, club-sponsors, volunteers, mentors, and ambassadors. As a school, they are fortunate to enjoy the collegiality and expertise of this highly skilled and dedicated faculty and staff and seek to recruit and hire only those individuals who approximate these qualities and enhance the opportunities available to students. Fifty-three percent of the faculty has an earned masters or doctorate. The visionary,



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strategic leadership of the Head of School and the Board of Trustees combined with state-of-the-art facilities, a dedicated and talented faculty and a clear mission of excellence has created a generous and supportive student and alumni body and an active, engaged parent community.

2018 COLLEGE LIST

The University of Alabama American
 University Arizona State University
 The University of Arizona
 Auburn University
 Babson College
 Ball State University
 Baylor University
 Bentley University
 Boston University
 Brown University
 University of California, Riverside
 University of California, Santa Cruz
 California State University, Los Angeles
 Carnegie Mellon University
 University of Central Florida
 Chapman University
 University of Chicago
 The Citadel, The Military College of S.C.
 Claremont McKenna College
 Clemson University
 Cleveland State University
 Colgate University
 College of the Holy Cross
 University of Colorado Boulder
 Colorado State University
 Concordia University Chicago
 University of Connecticut
 Copenhagen Business School
 Cornell College
 Davidson College
 Denison University
 University of Denver
 DePaul University
 Drew University
 Drexel University
 Duke University
 East Carolina University
 Elon University
 Emory University
 Endicott College
 Fairfield University
 University of Florida

Florida Atlantic University
 Florida Gulf Coast University
 Florida International University
 Florida Polytechnic University
 Florida Southern College
 Florida State University
 Fordham University
 George Mason University
 The George Washington University
 Georgia Institute of Technology
 Haverford College
 High Point University
 Indiana University Bloomington
 Indiana University-Purdue University Fort
 Wayne
 John Carroll University
 University of Kentucky
 Lafayette College
 Lawrence University
 Lehigh University
 Louisiana State University
 Loyola University Chicago
 Loyola University Maryland
 Lynn University
 Malone University
 University of Maryland
 Mercyhurst University
 Merrimack College
 University of Miami
 Miami University
 University of Michigan
 University of Mississippi
 Montana State University
 University of New Hampshire
 New York University
 The Univ of North Carolina at Chapel Hill
 The Univ of North Carolina at Charlotte
 North Carolina State University
 University of North Florida
 Northeastern University
 Northwestern University
 University of Notre Dame

Ohio University
 Pace University
 Pennsylvania State University
 Pepperdine University
 University of Pittsburgh
 Providence College
 Purdue University
 Quinnipiac University
 Reed College
 Rensselaer Polytechnic Institute
 Rice University
 Rollins College
 Rose-Hulman Institute of Technology
 Saint Mary's College
 Saint Vincent College
 University of San Francisco
 Santa Clara University
 University of South Carolina
 Univ of South Florida St. Petersburg
 University of South Florida Tampa
 University of Southern California
 Southern Methodist University
 Stetson University
 University of St. Thomas
 Stonehill College
 The University of Tampa
 Texas A&M University
 Texas Christian University
 Trinity College
 Tufts University
 United States Military Academy
 University of Vermont
 Wake Forest University
 Washington and Lee University
 Wesleyan University
 University of West Florida
 Western Carolina University
 Whittier College
 Williams College
 University of Wisconsin – Madison
 Wittenberg University
 Worcester Polytechnic Institute



TO APPLY

Interested candidates should forward a resume, cover letter, personal statement, and list of references (as separate documents) to Ben Bolte bbolte@carneysandoe.com. Please do not contact the school directly.

All inquiries will be strictly confidential.



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