



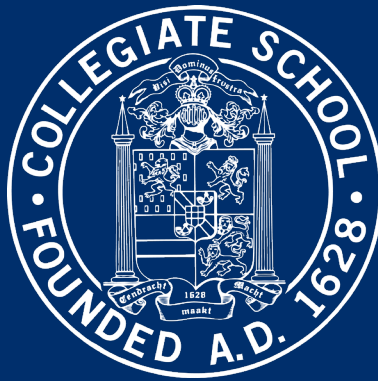
**COLLEGIATE SCHOOL**  
New York, New York

---

**ASSISTANT HEAD OF SCHOOL  
FOR ENROLLMENT**  
Start Date: July 1, 2022  
[collegiateschool.org](http://collegiateschool.org)



**Carney  
Sandoe**  
& ASSOCIATES



## Statement of Beliefs

*We believe that we are at our best when all members of the school community conduct themselves with respect, kindness, and integrity.*

*We believe that the traditions and values of this old but not old-fashioned school can inspire boys to develop their individual capacities for personal and academic excellence.*

*We believe that boys learn best when they are members of a diverse and just community that fosters purposeful and spirited engagement, inquiry, and collaboration in academics, athletics, and the arts.*

*We believe that a liberal arts education committed to diligent and discerning scholarship prepares students to be citizens who act with conscience, courage, and compassion.*

## OVERVIEW

Collegiate School, on New York City's West Side, is among the top all-boys K-12 schools in the world, as well as the oldest school of any kind in the United States (founded 1628). Gaining strength from its history and traditions, Collegiate approaches the future with energy and optimism, confident in its dedication to a spirited pursuit of personal growth and intellectual exploration for its 660 students. In relocating to its new building at 301 Freedom Place South in January 2018, Collegiate ensured that for years to come that it has the space and facility to continue to offer the extraordinary education for which it is known.

Collegiate is seeking an Assistant Head of School for Enrollment to begin July 2022. Serving as a member of the senior administrative team and a direct report to the Head of School, the primary purpose of this position is to lead the School's effort in attracting, enrolling, and retaining a diverse and talented student population who will benefit from the School's unique culture and programmatic offerings and who will contribute to the community. As one of the School's most visible ambassadors, the Assistant Head for Enrollment will represent Collegiate to all constituents, which includes students, parents, alumni, faculty, staff, and administration. Additionally, the Assistant Head will build on existing strengths of the admissions office while also providing initiative and leadership in the context of the School's marketing efforts.

## Fast Facts

**Founded: 1628**

**Total students: 657**

**Faculty: 108 full and part time**

**Faculty with advanced degrees: 62 master's,**

**20 doctoral**

**Endowment: \$73.3M**

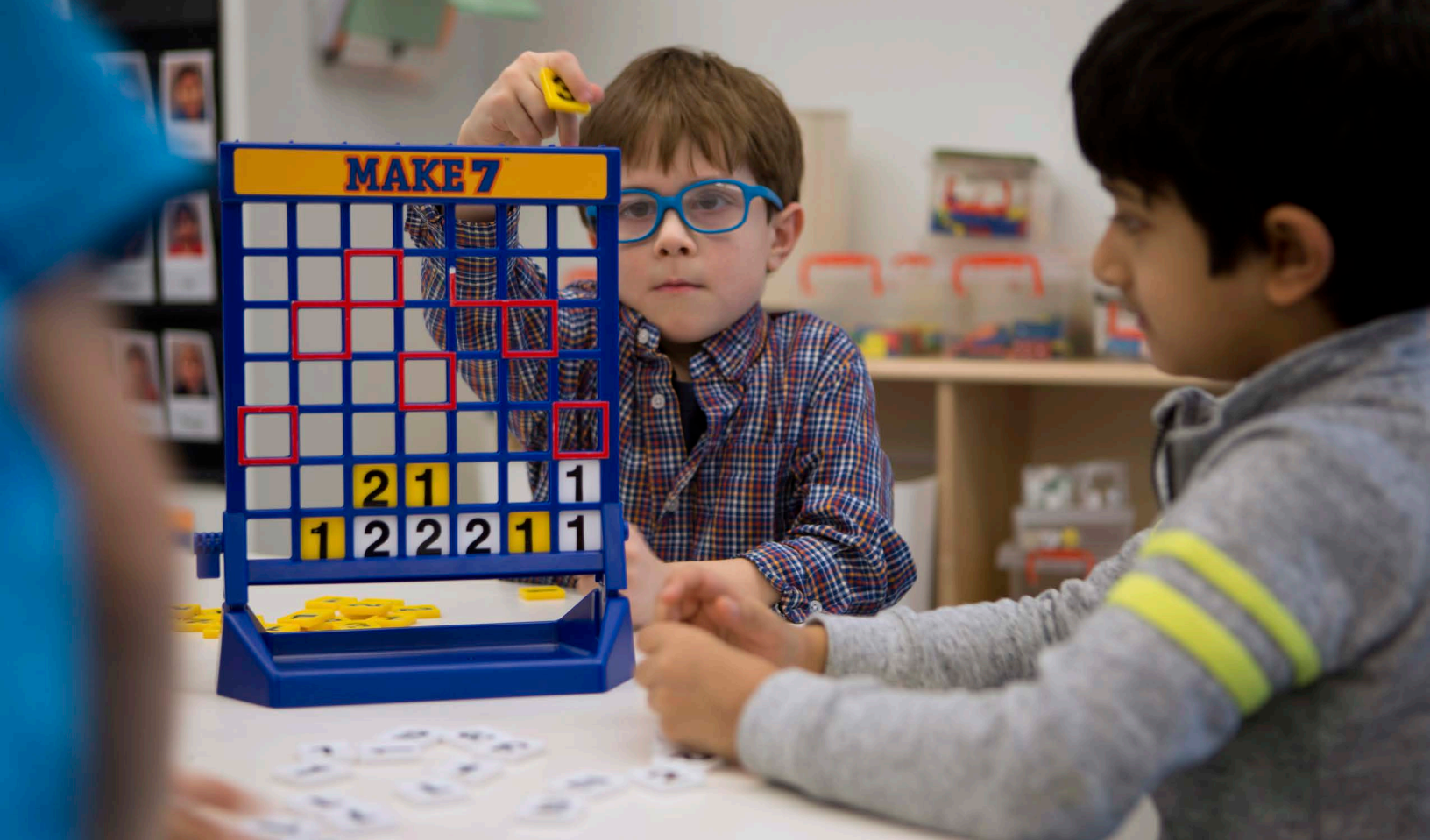
**Financial aid awarded: \$5.5M**

## THE SCHOOL

With only 657 boys across 13 grades, Collegiate's smaller size fosters strong, resilient, and trusting friendships among the students and faculty. It is a close-knit, cohesive community with outlets for every passion and interest. Students create lifelong bonds through their common experiences of hard work and deeply engaged learning. Relations among the boys are respectful and supportive. The School's culture of kindness, respect, and generosity helps foster an ethos rooted in partnership and collaboration.

The School believes in attracting and nurturing a diverse and inclusive student body, reflecting the diversity of New York City and the world. Diversity, equity, and belonging have become increasingly central components of the School's overall identity and philosophical orientation. The community engages with and celebrates diversity through a variety of student and family affinity groups as well as through the leadership of the Assistant Head of School for Institutional Equity and Belonging. Regularly scheduled assemblies within each division as well as professional development opportunities for faculty and staff also facilitate deeper learning and growth in these areas.

Collegiate is a founding member of Interschool, a consortium of eight independent schools working cooperatively to develop programs and activities for the students and teachers from participating schools. Programs sponsored by Interschool include an annual College Night for juniors and their parents, the 10th-grade trip to Frost Valley, and meetings of special-interest groups to exchange ideas and organize events. Interschool member schools include Brearley, Browning, Chapin, Collegiate, Dalton, Nightingale-Bamford, Spence, and Trinity.



Collegiate’s outstanding faculty enjoy both the talent level of the students and each other. The level of collegiality is high, and teachers take pride in seeing the growth in each boy, often over the course of many years. The School community is filled with lifelong learners—it is part of the School’s culture, with students, teachers, and parents stimulating and challenging each other in an atmosphere of mutual respect. Students are competitive, but not with each other, allowing for a self-described feeling of casualness and “relaxed intensity.”

The pervasive sense of collegiality and connection between and among students does not end at graduation. The Collegiate alumni network represents an extremely tight and interconnected tapestry of graduates all over the world. Whether a year into college or decades after leaving the School, alums remain close with one another and with Collegiate.

Head of School David Lourie began work in 2020 after leading St. Anne’s Belfield School in Charlottesville for 14 years. A graduate of Roxbury Latin, Yale, and Columbia, David began teaching in independent schools and has served schools large and small, day and boarding, on both coasts.



## ACADEMICS

Collegiate is divided into Lower School (Kindergarten-Grade 4), Middle School (Grades 5-8), and Upper School (Grades 9-12). Each division has its own administrative head and core faculty. A number of faculty teach in more than one division.

### **Lower School (Kindergarten-Grade 4)**

Lower School boys develop their knowledge and skills in all aspects of growth: physical, social, emotional, and intellectual. A dynamic curriculum, coupled with a commitment to meet the needs of each child, makes the Lower School an inspiring place for learning. Developmentally appropriate for young boys, the program is structured and challenging yet flexible and comfortable. Small group instruction is central to Collegiate's Lower School, and within these groups the work is often individualized. A talented and dedicated head teacher in each class is supported by assistant teachers, learning specialists, psychologists, librarians, and subject teachers. Working in grade level teams or as a divisional faculty, the curriculum is regularly reviewed and modified.

### **Middle School (Grades 5-8)**

The Middle School serves as a bridge between the other two divisions. This is where boys develop their independence, but it is also an extremely supportive environment where teachers and advisors are ever-present with encouragement and personalized care. Faculty and staff in the Middle School create an environment that provides students safe opportunities to create a sense of belonging, sense of self as a student, and steadiness of life events. Overall it is a vigorous and affirming learning environment fostered each day by dedicated faculty who are devoted to educating students at this age. Boys pursue coursework within the School's 12 areas, and learning specialists and psychologists support classroom work.

## College Matriculation

During the past five years (2016-2020), two or more Collegiate graduates have enrolled at the following colleges and universities:

Amherst College  
Bates College  
Boston College  
Bowdoin College  
Brown University  
Bucknell University  
Carnegie Mellon University  
Colby College  
Colgate University  
College of William and Mary  
Columbia University  
Connecticut College  
Cornell University  
Dartmouth College  
Davidson College  
Duke University  
Emory University  
Fordham University  
Georgetown University  
Harvard University  
Haverford College  
Kenyon College  
Middlebury College  
New York University  
Northwestern University  
Oberlin College  
Pomona College  
Princeton University  
Santa Clara University  
Stanford University  
Swarthmore College  
Trinity College  
Tufts University  
Tulane University  
University of Chicago  
University of Michigan  
University of Oxford  
University of Pennsylvania  
University of St. Andrews  
University of Virginia  
Vanderbilt University  
Vassar College  
Washington University in St. Louis  
Yale University



### Upper School (Grades 9-12)

Life in Upper School is vibrant and engaging. Boys are encouraged, supported, and challenged by their teachers and each other to immerse themselves in scholarship, think critically, and exchange ideas. Students seek challenges in a range of disciplines and activities and pursue coursework within 11 areas. Students interested in subjects not offered by the regular academic curriculum can also choose to pursue Independent Study and Special Projects for credit and may participate in off-campus programs for a semester or a year. The Senior Project, offered only during the second half of the spring semester of senior year, is an important part of the Collegiate curriculum allowing seniors to explore projects of their own design.

College advising at Collegiate provides an example of the personal attention that can be found in a small school. The college counseling team meets regularly with students beginning in junior year. Graduates have for years distinguished themselves on a variety of levels at some of the most selective colleges and universities throughout the nation.



## THE ARTS

The goal of the Drama Department is to help students discover the active practice of the art of theater; therefore, empathy, collaboration, discipline, playfulness, and creativity are central values. The School's 5th through 12th grade sequence prepares students to create as actors, playwrights, directors, and designers. In both Middle and Upper School, students have the opportunity to participate in afterschool productions.

The Music Department strives to promote excellence in music by creating meaningful experiences through performance, understanding, and appreciation of the art of music. The K-12 program provides students with opportunities to cultivate their individual talents as well as cultivate their musical and artistic development. Every year, the School produces 60 to 70 student performances, both on and off campus, through assemblies, recitals, concerts, and concert tours.

At Collegiate, the visual arts program is broadly based. Students begin by developing a basic understanding of design concepts and mediums, and as they move grade to grade the projects become more complex. Students begin to use their imaginative skills while advancing their foundational technical skills. Students learn to reflect critically about their own creative designs, demonstrate an appreciation of the history of the visual arts, and to identify the expanding importance of visual literacy within their continuing education.



## ATHLETICS

Athletics are integral to Collegiate's comprehensive educational program and contribute substantially to the learning experience of all students. Each student who chooses to participate in a sport is encouraged to develop his skills to the greatest extent possible, regardless of his beginning skills or abilities. Through interscholastic athletics, an opportunity is provided for students to achieve well beyond the levels expected in the physical education classes. Participation in athletics provides experiences that are designed to fit harmoniously into the overall educational program.

Sports include cross country, soccer, basketball, wrestling, baseball, and track and field at the seventh- and eighth-grade level; and cross country, soccer, basketball, fencing (Interscholar), indoor track and field, wrestling, baseball, golf, tennis, and track and field at the junior varsity and varsity levels. The new building includes two excellent gyms where students practice and compete. Students also take advantage of a variety of fields, trails, and courts located close to the campus.





## STUDENT LIFE

Life at Collegiate is dynamic and joyful, defined by many personalities, passions, opportunities, and traditions. Students refer to the brotherhood and strong sense of unity they develop with each other, and parents note the independence and ownership the students develop for their own learning.

### Leadership

Collegiate is a school in which students are encouraged to become leaders and to serve their communities. Over the course of a school year, Upper School students may choose to participate in numerous clubs and organizations that offer opportunities for leadership. A number of juniors join the Peer Leadership program after completing a course in Group Dynamics. Many students of color (both in the Upper and Middle School) also participate in Jamaa, a dynamic organization within the School founded in 1969 and committed to issues of diversity (there are also Jamaa groups for parents and faculty). Student Government is a vibrant group, initiating social events as well as programs that improve the quality of life for students at Collegiate.

In addition, various activities provide students with an opportunity to participate and sometimes compete outside the school community. In the past several years, students have had the opportunity to travel domestically and overseas for language, cultural immersion, and service.



## **Advising**

The advising program and the relationships that develop are foundational to the student experience and provide support, encouragement, and guidance for students throughout their time at Collegiate. Each Middle School student has a faculty member who serves as his advisor. Advisors meet weekly with their advisory groups and lead discussions that focus on a variety of topics including friendship, mindfulness, motivation, and community standards.

All Upper School students have an advisor with whom they meet at least once a week. In ninth grade, students are assigned an advisor who works only with ninth graders. At the end of ninth grade, students select an advisor and become part of a multi-grade advising group. Students remain with their advisor for the last three years of their time at Collegiate.

## **Community Service**

Community service is an intrinsic part of the Collegiate experience. Lower and Middle School students participate in group community service projects and commonly come up with their own ideas about ways to serve one another and the wider community. In Upper School, ninth graders participate in a variety of service opportunities. During 10th grade, students submit a proposal to work with one organization or type of service for the duration of their years at Collegiate. The goal is to build strong relationships with a service organization and the people served.



## CAMPUS

From 1892-2017, Collegiate’s campus comprised several buildings on 77th and 78th Streets on the Upper West Side. The former schoolhouse on West 77th Street is, together with the adjoining West End Collegiate Church, a New York City historic landmark.

In 2013, the School announced that it would be moving to a new location 16 blocks to the south, and, in January 2018, Collegiate opened its new building at 301 Freedom Place South. The new campus consists of a single 11-story building (nine stories above ground and two below), with 180,000 square feet of classroom, athletics, theater, music, art, library, dining, and administrative and conference space. The building features common areas dedicated to each division that provide space for independent study, social interactions, and divisional activities.

The Lower School is located on floors two and three. Students have grade-appropriate common areas as well as a digital lab that allows the youngest students to use technology creatively. The Middle School occupies floors eight and nine. It has its own Maker Space, along with flexible classrooms, a Middle School Center, and large group study spaces. The Upper School is housed on floors five and six. Significantly larger than the division’s previous space, it features flexible classrooms and common areas that promote interaction among students and faculty.



Collegiate's fifth floor library features study carrels and group study rooms, as well as a separate Lower School section with a rug seating area, soft seating, and table seating appropriate for Lower School students.

Sciences for all three divisions are consolidated onto floor seven, creating the opportunity for faculty and student partnerships and an inviting environment for student mentoring and interdivisional collaboration. The School's science facilities provide dedicated individual research space and modern equipment, allowing students to conduct innovative research on campus.

Visual arts and music occupy floor four, complete with music practice spaces, art studios, and a digital photo lab. Additionally, on the Lower Level, performing arts benefit from a state-of-the-art 307-seat auditorium and a black-box theater, both of which support Collegiate's vibrant drama program.

Collegiate's athletics are also housed in the Lower Level and include a high school regulation-size gym that can be partitioned for physical education classes and practice space simultaneously. An additional, smaller gym accommodates regulation wrestling and half-court basketball and features a retractable batting cage.

Outdoor space consists of a large roof deck on floor nine with a large recreation area and a ground-level, 5,000-square-foot courtyard perfect for handball and basketball.



## NEW YORK, NEW YORK

The most populous urban center in the United States, New York is a global power city with significant influence in nearly every sector. The city offers something for every type of resident with every range of interests. New York is home to some of the best entertainment venues in the country, including theaters, music halls, and sports stadiums. With every type of culture represented in its expansive boroughs, New York truly is an American melting pot. Collegiate's enviable Upper West Side location offers students and faculty the opportunity to explore and learn from this diverse and rich city.

New York is home to some of the most famous and instructive museums in the world, including the Cooper-Hewitt National Design Museum, the Frick Collection, the Jewish Museum of New York, the Metropolitan Museum, the Guggenheim, and the Whitney, among others. Many of America's corporations are headquartered in or have offices in New York, testifying to its place as a center of finance, commerce, transportation, law, and media. New York City also now competes with Silicon Valley as a tech incubator.

New York's Times Square is appropriately dubbed "The Crossroads of the World" and is home to the Broadway theater district and the iconic New Year's Eve countdown. Wall Street in Lower Manhattan is the home of the New York Stock Exchange, the largest stock exchange in the world. Additionally, several distinguished colleges and universities dot New York's landscape, including Columbia, NYU, Cornell Medical, and several schools of design, among others. A bustling center for tourism, retail, theater, fashion, food, and education, "the city that never sleeps" remains vibrant at all hours.



## THE POSITION

As a member of the senior administrative team and a direct report to the Head of School, the Assistant Head of School for Enrollment manages all facets of the admissions and re-enrollment processes, including the financial aid budget. The Assistant Head of School for Enrollment develops and implements a mission-driven and data-informed enrollment plan to reach targeted audiences for grades K-12. These efforts include attracting, enrolling, and retaining a talented, diverse, and dynamic school population committed to and reflecting the core values of the Collegiate School.

The Assistant Head of School for Enrollment will partner with Division Heads, grade level deans and advisors, and faculty to develop and steward relationships within the school community (advancement, alumni relations, CFOO, faculty, senior administrators, and the Head's office), and cultivate connections with current and prospective families.



## OPPORTUNITIES AND CHALLENGES

Most of Collegiate School's graduates enter the School in Kindergarten and with an attrition of less than 5% each year, it's both enviable and challenging. Recent market conditions have seen a handful of families leave the city creating spaces in older grade levels that need to be filled, while also bringing desire to create a more diverse student body in all grades.

With the elevation of this role from Director of Admission to Assistant Head for Enrollment, the School wishes to embrace the following:

- Recruit and enroll a diverse range of mission compatible students, establishing an admission process that considers diversity, equity, and inclusion and aims to build a student body that reflects the diversity of NYC.
- Develop and execute an all-school enrollment management model.
- Engage actively with multiple disciplines across all levels of the organization to help ensure all students have a fulfilling experience at Collegiate.
- Create and maintain sophisticated data models and statistical information regarding the School's enrollment trends and utilize them in decision-making around enrollment strategy.
- Partner with Division Heads, other administrators, and faculty on issues relating to student retention and attrition.



## DESIRED QUALITIES AND QUALIFICATIONS

Collegiate is most interested in candidates who possess a strong background in independent school admissions with an ability to successfully manage all aspects of the enrollment funnel, focusing on student retention, financial aid, operational budgets, and marketing and communications. Applicants should possess most or all of the following qualities:

- A creative and innovative leader with the ability to effectively plan, collaborate, and communicate across an organization, and work closely with board members and senior leaders.
- A deep understanding and knowledge of the social and emotional development of boys with an understanding of student assessment, especially for Kindergarten.
- A comprehensive understanding of all aspects of the student, faculty, and staff experience.
- An enthusiastic commitment to the importance of building and sustaining a diverse, just, inclusive, and equitable academic environment that works to support student success throughout their Collegiate School experience.
- The ability to foster high ethical standards, integrity, and respect for colleagues, alumni, parents, and students throughout the admissions process.
- Knowledge of the culture and climate of an independent school and the broader educational landscape.
- Sensitivity to economic, cultural, and other issues present in the enrollment of a diverse student body.
- Excellent communication skills, both oral and written.
- The ability to multitask, keep calm under pressure, and treat everyone with respect.
- The ability to display curiosity, a positive attitude, flexibility, and a good sense of humor.





## TO APPLY

Interested and qualified candidates are encouraged to speak with the consultants in confidence. All applicants will be expected to ultimately submit (preferably in separate PDFs) the following materials:

- A cover letter expressing interest in this particular position;
- A current and comprehensive résumé of no more than three pages.

Selected candidates will also be asked to provide the following:

- Responses to writing prompts specific to this position; and
- A list of five professional references with name, phone number, and email address of each. (References will not be contacted without the candidate's permission.)

### **Ben Bolté**

Senior Consultant

[bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com)

### **Lisa Parsons**

Search Consultant

[lisa.parsons@carneysandoe.com](mailto:lisa.parsons@carneysandoe.com)

### **Bob Vitalo**

Senior Consultant

[robert.vitalo@carneysandoe.com](mailto:robert.vitalo@carneysandoe.com)