



THE BUCKLEY SCHOOL
Director of College Counseling
July 1, 2019

THE SCHOOL

Founded in 1933 by Dr. Isabella Buckley who set out to provide students with an education characterized not only by academic excellence, but also a sense of self-esteem, responsibility, and character, The Buckley School of today proudly carries on that mission. Providing students with an academic program based on academic training, creative self-expression through arts, physical development and moral education lies at the heart of Buckley's ethos. Each day, lower school



students ring a bell housed in a tower at the heart of campus to remind the school community of the vision and philosophy of its founder. Buckley's 33-acre campus is located in a secluded residential neighborhood near Beverly Hills and features exceptional facilities, many of them recently added, for academics, the arts, and athletics. Studios for digital media, film, an amazing theater,

and spaces for musical practice and performance blend into a campus canyon in the Santa Monica Mountains. Students and faculty have modern classrooms and lab spaces for sciences, math and technology, as well as the humanities. The school enrolls 830 students K-12 and employs over 110 faculty, more than 60 of whom hold a master's degree or doctorate. The Upper School of 331 features classes averaging 17 students and the curriculum includes more than 25 Advanced Placement courses. Excellence in arts and athletics are also an important aspect of Buckley's program, as are extracurricular activities, which are abundant.

POSITION

This Director is responsible for directing and implementing the four-year college counseling program for the Upper School.

ESSENTIAL FUNCTIONS

- Leads and manages the college counseling team, comprised of two full-time associate directors and a full-time college counseling assistant/registrar.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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- Counsels sophomores, juniors, seniors, and their parents/guardians regarding the college search and selection process.
- Advises sophomores, juniors, and seniors in course selection and course scheduling process as an academic dean.
- Writes, organizes, and submits school-generated supporting documents for college applications including recommendations and transcripts.
- Networks with college admission representatives and other college counselors by visiting college campuses, hosting college representatives on Buckley's campus, and collaborating with other local independent schools on projects.
- Organizes and facilitates workshops for students and teachers on topics such as writing college application essays and teacher recommendations.
- Coordinates with athletics department and coaches to guide students and their parents/guardians through the athletic recruitment process.
- Updates the school profile and prepares annual reports for the Board of Trustees, Parents' Association, and faculty.
- Represents The Buckley School at national and regional conferences including NACAC, WACAC, College Board, ACCIS, and LAISCC meetings.

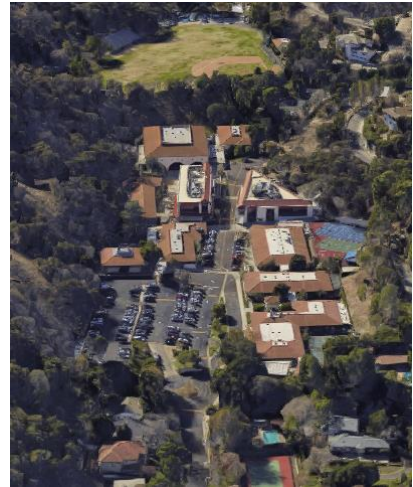


RESPONSIBILITIES/DUTIES

- Demonstrates competency in diversity, equity, and inclusion, including a proven ability to counsel students and parents/guardians from a wide variety of backgrounds.
- Organizes and implements informational events for students and their parents/guardians, including some hosted in conjunction with other local independent schools.
- Coordinates and administers PSAT exams and practice ACT exams for ninth through eleventh grade students.
- Serves as an advisor for a senior advisory group.
- Engages in the school community by attending and chaperoning student events, competitions, performances.
- Other duties as may be assigned.

DESIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree required, Master's Degree preferred
- Extensive experience in both college admission and independent school college counseling preferred.
- Excellent communication skills, both written and spoken.
- Ability to develop and lead a collaborative team.



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- Ability to work effectively and sensitively with all constituencies involved in college counseling, including students, parents/guardians, faculty, and college admission counseling colleagues.
- Proficiency in Naviance, MS Office, and social media technology preferred.
- This position requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, multi-tasking, and writing.



PHYSICAL DEMANDS

Must be able to transport themselves to any location on campus (up to a distance of approximately 1/3 of a mile) including up a moderate slope; must be able to lift up to 35 lbs. and carry it for up to 50 feet. Must be able to travel out of state.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

APPLICATION PROCESS

If you wish to speak with the consultant about the position prior to applying, please call or email. All inquiries are kept confidential. Candidates interested in the position should email a resume, cover letter, personal statement, and list of references (as separate documents) to Ben Bolte (bbolte@carneysandoe.com) and DZ Zito (dzito@carneysandoe.com). *Please do not contact the school directly.*

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.



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UPPER SCHOOL PROFILE 2018-2019

Andrew Wooden,

Interim Head of School

Ron Kim,

Interim Assistant Head of School

Alexis Stern,

Interim Head of Upper School

George Russo,

Dean of Upper School Students

Julie Taylor-Vaz

Director of College Counseling

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Jodi Pearlman

Registrar and College Counseling

Assistant

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CEEB Code: 051628

ENROLLMENT

Total enrollment: 830

Upper School enrollment: 333

Senior class: 79

Average class size: 14

Student/faculty ratio: 8:1

THE MISSION OF THE BUCKLEY SCHOOL

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.

HISTORY

Founded in 1933 by Isabelle Buckley, The Buckley School is the oldest K-12, independent, co-ed day school in Los Angeles. Dr. Buckley developed the 4-Fold Plan of Education: equal emphasis on Academics, the Arts, Athletics, and Moral Education. These four pillars remain the foundation of our school and are continually updated to reflect current research in teaching, brain science, diversity, and a globalized world.



SIGNATURE PROGRAMS

Diversity, Equity, and Inclusion

Our DEI program oversees the Upper School Diversity Club, which plays an integral role in planning and facilitating workshops, assemblies, social justice symposia, and events year-round. All ninth grade students take Intersections of Identity, a semester-long course in which they build skills in cultural competency and in communicating across differences. This course ends with a field trip through the city to learn more about the history, gentrification, and nuances of Los Angeles. The Office of Diversity, Equity, and Inclusion helps the school establish principles as an institution and make a deliberate and comprehensive commitment to address the complexities of our community and our world.

Writing Fellows

Juniors and seniors are selected as the school's strongest writers to tutor their peers. They are trained in helping with big picture considerations such as argument, organization, development, and tone, as well as grammar and style. The fellows are selected through an application process that involves a recommendation from their current English teacher, an interview, and a writing sample.

Honor Council

The Upper School Honor Council consists of 15 members chosen by the student body who work to instill, foster, promote, and incentivize integrity both academically and interpersonally. The council helps the Buckley community navigate conflict by encouraging fairness in discipline, understanding the reasoning behind consequences, and ultimately in healing.

Partnership with Iowa Writer's Workshop

Four years ago, Buckley became the first high school to partner with this prestigious graduate writing program. Every year a group of Upper School students makes a pilgrimage to Iowa where they spend three days immersing in narrative non-fiction writing.

Applied Science Independent Study Program

Students wishing to pursue an independent research project in science undergo a rigorous screening process in order to work with the science department chair to complete an honors-level project or paper on a topic of their own design. Several students have won awards at the local and state science and engineering fairs, applied for patents, and had their papers published nationally.



CURRICULUM

The Buckley School maintains a rigorous college preparatory education grounded in collaboration, cultural competency, and character education. The school provides an intentionally small, supportive, and diverse learning environment.

Operating on a semester calendar, academic courses are yearlong. Students are expected to take at least five academic courses and an additional sixth course each year.

Buckley is a member of One Schoolhouse, a consortium of independent schools through which students may enroll in online courses.

UPPER SCHOOL GRADUATION REQUIREMENTS (GRADES 9–12)

Arts – Two years (visual and/or performing)

Community Service – An approved project every year in Upper School

English – Four years

Human Development and Intersections of Identity: Leadership, Diversity, and Equity – Two semester-long courses in ninth grade

Mathematics – One year of study beyond Algebra II

Physical Education – Every year through eleventh grade

Science – Three years (Biology, Chemistry and Physics are required)

Social Sciences – Three years

World Languages – Through level III

ADVANCED PLACEMENT AND HONORS COURSES

The Buckley curriculum includes 24 AP courses in addition to 15 honors courses in English, math, science, computer science, and world languages. Enrollment in AP courses is restricted to those who qualify through grades, completion of prerequisite courses, and departmental approval. Buckley restricts student enrollment to no more than two weighted courses per year in grade nine, no more than three weighted courses in grade 10, four weighted courses in grade 11, and five in grade 12. In rare instances, students may receive approval to enroll in more than the restricted allotment of weighted courses in each grade level.

ADVANCED PLACEMENT COURSES

AP Art History

AP Biology

AP Calculus AB

AP Calculus BC

AP Chemistry (not offered 2018–19)

AP Chinese Language & Culture

AP Computer Science A

AP Computer Science Principles

AP English Language & Composition

AP English Literature & Composition

AP Environmental Science

AP European History

AP French Language & Culture

AP Latin

AP Microeconomics (not offered 2018–19)

AP Physics C: Mechanics, Electricity, and Magnetism

AP Psychology

AP Spanish Language & Culture

AP Statistics (not offered 2018–19)

AP Studio Art: Drawing

AP Studio Art: 2D Design

AP Studio Art: 3D Design

AP U.S. Government and Politics

AP U.S. History

HONORS COURSES

Algebra II Honors

Biology Honors

Chemistry Honors

Chinese IV Honors

English I Honors

English II Honors

French IV Honors

Geometry Honors

Honors Algorithms and Data Structures

Latin IV Honors

Multivariable Calculus Honors

Physics Honors

Pre-Calculus Honors

Spanish III Honors

Spanish IV Honors

GRADING SCALE AND GRADE POINT AVERAGE

A traditional grading system is used. The grade point average includes only courses taken at Buckley. Grades in AP and honors courses are weighted one point. Letter grades range from A to F with pluses and minuses. GPAs are cumulative and are calculated on a weighted 4.0 scale. **The mean weighted GPA for the Class of 2019 is 3.96. The highest GPA in the class is 5.05.** The Buckley School does not rank its students. The GPA is not listed on the Buckley transcript.

Buckley's grades are based on the following numerical scale:

A+ 4.33 96.5–100%

A 4.00 92.5–96.4%

A- 3.67 89.5–92.4%

B+ 3.33 86.5–89.4%

B 3.00 82.5–86.4%

B- 2.67 79.5–82.4%

C+ 2.33 76.5–79.4%

C 2.00 72.5–76.4%

C- 1.67 69.5–72.4%

D+ 1.33 66.5–69.4%

D 1.00 62.5–66.4%

D- 0.67 59.5–62.4%

F 0.00 00–59.4%

STANDARDIZED TEST SCORES (CLASS OF 2018)

SAT	Mean	Mid 50%
Evidence-based Reading and Writing	680	620–720
Mathematics	660	590–750

ACT	Mean	Mid 50%
English	32	28–35
Mathematics	28	25–32
Reading	32	30–35
Science	28	25–33
Composite	30	28–33

COLLEGE ACCEPTANCES/MATRICULATIONS FOR 2015–2018

Typically, 100% of Buckley's graduating seniors are accepted to 4-year colleges and universities. Graduates from the classes of 2015, 2016, 2017 and 2018 were accepted by the following institutions and matriculated to those indicated.

Agnes Scott College	CSU Los Angeles	Lynn University	San Francisco State University	University of Louisville
Albany College Pharmacy and Health Sciences	CSU Northridge [^]	Macalester College	San Jose State University [^]	University of Mary Washington
Alfred University	Dalhousie University	Maryland Institute College of Art	Santa Clara University ^{+*}	University of Massachusetts Amherst [*]
American Academy of Dramatic Arts	Dartmouth College [^]	Marymount California University	Santa Monica College [^]	University of Miami ^{^+*}
The American University of Paris [*]	DePaul University [*]	Massachusetts College of Pharmacy & Health Sciences	Sarah Lawrence College ⁺	University of Michigan ^{^+*}
American Jewish University	Dickinson College	Massachusetts Institute of Technology [^]	Savannah College of Art & Design [*]	University of Missouri
American University ^{^+ ^}	Drew University [*]	McGill University	School of the Art Institute of Chicago	University of Montana
Arizona State University [*]	Drexel University [^]	Menlo College	School of Visual Art	University of North Carolina, Chapel Hill [*]
Art Center College of Design	Duke University ⁺	Miami University [^]	Scrrips College	University of Notre Dame
Babson College	Elon University ^{^*}	Michigan State University [^]	Seattle University	University of Oklahoma
Bard College [^]	Embry Riddle Aeronautical University	Middlebury College	Seton Hall University [*]	University of Oregon ^{^+*}
Bard College Berlin	Emerson College ⁺	Mills College	Simmons College	University of Pennsylvania ^{^+*}
Barnard College [^]	Emory University [^]	Morehouse College [*]	Skidmore College	University of Pittsburgh
Bates College ^{^+*}	Eugene Lang College [*]	Mount St. Mary's University [*]	Smith College [^]	University of Puget Sound
Belmont University	Fashion Institute of Design & Merchandising	Muhlenberg College	Southern Methodist University [^]	University of Redlands
Beloit College	Ferris State University	The New School-All Divisions ^{^*}	Spelman College	University of Richmond
Benedict College	Florida Institute of Technology	New York Institute of Technology	St. John's University [^]	University of Rochester
Bentley University	Fordham University	New York University ^{^+*}	Stevens Institute of Technology [*]	University of San Diego
Berklee College of Music ^{^*}	Franklin & Marshall College ^{^*}	Northeastern University [*]	Swarthmore College	University of San Francisco ^{^*}
Boston College	Franklin University Switzerland [^]	Northwestern University	Syracuse University ^{^+*}	University of South Carolina
Boston University ^{^+*}	The George Washington University [*]	Oberlin College	Temple University	University of Southern California ^{^+*}
Bowdoin College	Georgetown University ^{^+*}	Occidental College ^{^*}	Texas Christian University [^]	University of St. Andrews ⁺
Bradley University	Gettysburg College	The Ohio State University [^]	Trinity College	University of Tampa
Brigham Young University	Gonzaga University [*]	Oregon State University	Tufts University [^]	University of Texas at Austin
Brown University [^]	Goucher College	Otis College of Art & Design	Tulane University ^{^+*}	University of the Pacific
Bryant University	Grand Canyon University	Oxford College of Emory University [^]	Tuskegee University [^]	University of Utah
Bryn Mawr College	Hamline University	Pace University	Union College	University of Vermont
Bucknell University [^]	Hampshire College	Pasadena City College [^]	UC Berkeley ^{^+*}	University of Virginia
California College of the Arts	Harvard University ⁺	Parsons School of Design	UC Davis ^{^+*}	University of Washington ^{^+*}
California Institute of the Arts [^]	Harvey Mudd College ⁺	Pennsylvania State University	UC Irvine	University of Wisconsin-Madison ^{^+*}
California Lutheran University ^{^+*}	Hawai'i Pacific University	Pepperdine University ⁺	UC Los Angeles ^{^+*}	University of York
California Polytechnic State University, San Luis Obispo ^{^*}	High Point University	Pitzer College	UC Merced	Ursinus College
California State Polytechnic University, Pomona	Hofstra University	Pomona College ^{^*}	UC Riverside ^{^+}	Valparaiso University
Carnegie Mellon University [*]	Howard University	Prague Film School [^]	UC San Diego	Vassar College ^{^*}
Case Western Reserve University [^]	Humboldt State University	Pratt Institute	UC Santa Barbara ^{^+}	Villanova University [^]
Chapman University ^{^+*}	Indiana University Bloomington ^{^+ ^}	Princeton University [^]	UC Santa Cruz ^{^+*}	Wagner College
Claremont McKenna College	Ithaca College	Purdue University [*]	University of Alabama	Washington State University
Clark University	Jacksonville University	Queen's University	University of Arizona ⁺	Washington University in St. Louis ^{^+}
Clarkson University	John Cabot University	Reed College ^{^*}	University of British Columbia [^]	Wesleyan University ⁺
Clemson University	Johns Hopkins University ^{^+}	Regent's University London	University of Chicago ^{^+*}	Western Michigan University
Colby College	Johnson & Wales University	Regis University	University of Cincinnati	Westmont College
Colgate University ^{^+*}	The Juilliard School [*]	Rensselaer Polytechnic Institute ^{^*}	University of Cincinnati, Conservatory of Music	Wheaton College (MA)
College of William & Mary	Kansas City Art Institute	Rhode Island School of Design	University of Colorado, Boulder ^{^*}	Whittier College
Colorado School of Mines	Kenyon College [*]	Rhodes College	University of Colorado, Denver	Willamette University
Colorado State University	King's College London	Rice University [^]	University of Connecticut	Williams College
Columbia College Chicago [*]	Lafayette College [*]	Richmond, The American International University in London	University of Delaware	Woodbury University
Columbia University [^]	Laguna College of Art & Design	Rider University	University of Denver	Worcester Polytechnic Institute
Concordia University (Montreal)	Lake Forest College	Ringling College of Art & Design	University of Edinburgh	Xavier University of Louisiana
Connecticut College	Lawrence University	Rochester Institute of Technology [^]	The University of Georgia	Yale University [^]
Cornell University [^]	Lehigh University ^{^+}	Rollins College	University of Hartford	
CSU Dominguez Hills	Lewis & Clark College	Rose-Hulman Institute of Technology [*]	University of Hawaii at Manoa	
CSU Fullerton	Linfield College	Samford University	University of Illinois at Urbana- Champaign	
CSU Long Beach	Los Angeles College of Music	San Diego State University	University of Iowa	
	Loyola Marymount University ^{^+*}	San Francisco Art Institute	University of Kansas	
	Loyola University Chicago		University of Kentucky [^]	
	Loyola University New Orleans		University of La Verne	

° Class of 2015 matriculated
+ Class of 2016 matriculated
^ Class of 2017 matriculated
* Class of 2018 matriculated

ACCREDITATION

Buckley is accredited by the Western Association of Schools & Colleges and the California Association of Independent Schools.

MEMBERSHIPS AND AFFILIATIONS

A Better Chance, Inc.; Association of College Counselors in Independent Schools; California Interscholastic Federation; Council for Spiritual and Ethical Education; Independent Alliance for Minority Affairs; National Association for College Admission Counseling; National Association of Independent Schools; National Association of Secondary School Principals; One Schoolhouse; The College Board; Western Association for College Admission Counseling.

Buckley abides by the policies of NACAC's *Statement of Principles of Good Practice*.



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