

MALLORY, BARON,
ROSS & KINDLER:
EDUCATIONAL COUNSELING & PLANNING

San Francisco, California
Educational Consultant: College Counseling
Start Date: Spring/Summer 2019
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Carney
Sandoe
& ASSOCIATES



Mallory, Baron, Ross & Kindler
EDUCATIONAL COUNSELING AND PLANNING

THE POSITION

Mallory, Baron, Ross & Kindler, one of the most respected educational consulting firms in the country and the premiere firm in the San Francisco Bay Area, seeks an Educational Consultant with college counseling expertise to join its team in working with families to provide expert college counseling support and guidance.

Jani Ross, the current college counselor, plans to retire and seeks a student-centered, warm, dynamic, thoughtful, and highly professional successor to:

- Counsel students and their families through the college search and application processes.
- Provide academic counseling and curriculum planning to high school students as requested.
- Attend local and national conferences and visit college and university campuses to continue to develop professionally and to maintain and expand professional network.
- Collaborate with colleagues to promote and grow the work of the firm.

THE FIRM

Mallory, Baron, Ross & Kindler was founded over 35 years ago to help families find best-fit schools for their children. The firm focuses on three areas: elementary and secondary programs (day and boarding); therapeutic/special needs placement; and college counseling and high school curriculum planning.

While each area requires different types of expertise, the consultants share a commitment to integrity; building thoughtful, compassionate, and honest relationships with the families with whom they work; meeting students where they are; constantly developing their own knowledge and maintaining a high degree of professionalism; and building connections with schools, colleges/universities, and other organizations that are partners in the work of supporting students. As such, the firm has developed an excellent reputation and is in high demand across practice areas. An estimated 75% of the firm's business comes from word-of-mouth referrals—parents refer other parents, clinicians who work with children refer the firm to their patients' parents, educational testing psychologists refer their clients, etc. Particularly pertinent to this position is Jani's strong relationships with local-area high school counselors and her professional activity with the Western Association of College Admission Counseling (WACAC).

The firm's light-filled and welcoming offices on 200 Lombard Street (several blocks away from the world-famous "crookedest street" section) are located right off of the Embarcadero in San Francisco—in the shadow of Coit Tower and adjacent to the iconic North Beach and Telegraph Hill neighborhoods of the city. Within walking distance of the office are Fisherman's Wharf and Pier 39 just to the north and the Exploratorium and the Ferry Building just to the south. The office includes a comfortable reception area, four spacious street-view offices, one smaller office, a small kitchen, and two interior-facing work spaces.

Mallory, Baron, Ross & Kindler is affiliated with The Association of Boarding Schools (TABS), The Enrollment Management Association (EMA), Higher Education Consultants Association (HECA), Independent Educational Consultants Association (IECA), National Association for College Admission Counseling (NACAC), National Association of Therapeutic Schools and Programs (NATSAP), Small Boarding School Association (SBSA), and Western Association for College Admission Counseling (WACAC). The consultants regularly attend and speak at these associations' national conferences.

Who are the people behind Mallory, Baron, Ross & Kindler?

Amanda Mallory joined the firm in 1991 and retired recently. She oversaw the elementary and secondary school practice.

Molly Baron joined the firm in 1993 and has a deep background in adolescent and family therapy. She oversees the therapeutic/special needs placement. Alex Adeosum, a former school-based psychologist and counselor, is working with Molly in this rapidly-growing area of the firm.

Jani Ross taught in both public and independent schools and served as the Director of Admission and Associate Head of School at The Branson School before joining the firm in 2007. She began overseeing the college counseling program in 2010.

Karen Kindler joined the firm in 2018 to oversee the elementary and secondary school practice. Karen worked in college admission at Barnard College and is the former Director of Admissions and Financial Aid at San Francisco University High School.

COLLEGE COUNSELING AND HIGH SCHOOL CURRICULUM PRACTICE

The college counseling and high school curriculum practice was initiated by Jane McClure, well-known educational psychologist and one of the co-founders of the firm. Jani Ross, former Associate Head of School at The Branson School, joined the firm in 2007 and took over the college counseling practice in 2010. Generally speaking, the full college counseling program begins formally in the middle of a student's junior year and concludes by May of his/her senior year. Academic advising/curricular consulting may occur before that point, but is optional. At its peak, the college counseling practice worked with up to 75 students per graduating class, but as Jani assessed the practice and her work style and capacity, she opted to lessen the number of students.

Snapshot of a typical "class:"

- Number of students: 35-40 (~75% will work from mid-junior year through senior year, ~25% will work through junior year—focus on generating college lists).
- 25-30% of students have learning differences.
- 40-50% public school students and 50-60% private/independent school students.
- Most counselees are from the Bay Area but, every year, there are a few students from neighboring states
- Each class usually includes 2-3 students who worked with the secondary-school placement consultant in previous years and usually includes a 5-6 students whose older siblings worked with the firm.

QUALITIES AND QUALIFICATIONS

The ideal candidate is:

- Genuinely enthusiastic about working with students and their parents.
- An educator at heart and able to see and celebrate the potential in every student.
- Well versed in the college admission landscape.
- Experienced and committed to working with students with diverse learning styles and interests.
- Emotionally intelligent, energetic, hardworking, good humored, collaborative, empathetic, collegial, adaptable, and confident.
- Intrinsically motivated and able to effectively manage an unconventional and dynamic schedule.
- Comfortable and able to use virtual forms of communication, e.g., Skype, FaceTime, Google Hangouts, etc., to develop and maintain relationships with students.
- Highly relational and able to build connections and trust with students and their parents, high school counselors, colleagues, and prospective clients.

The ideal candidate has:

- Several years of college counseling experience within a discerning secondary school community with expansive knowledge about colleges and universities and a thorough understanding of the college search and application processes.
- Bachelor's and master's degrees.
- Excellent organizational and time management skills.
- Exceptional interpersonal and communication skills: a close and thoughtful listener, a compelling and articulate speaker, excellent writer, and sense of when and how to best deliver information.
- Integrity and understanding of appropriate relationships with students, parents, and colleagues.
- A growth mindset with genuine interest in and commitment to professional development.
- Ability and willingness to travel domestically.
- An entrepreneurial orientation and interest in developing the firm's business practices.

COMMENTS FROM FAMILIES

"My son and I had our initial meeting with Jani Ross during his junior year. She provided an overview of the college application process that was packed with valuable information yet not overwhelming. She relieved our anxiety about this unfamiliar process, then provided us with an individualized plan for the subsequent 18 months. I appreciate her professionalism and practical approach, newsletter, reassurance, and the respect with which she answered my son's questions, both in person and via email."

"Jani Ross is the finest counselor that my son has had in his 12 years of education. First, she earns the trust and respect of a teenager then she works to broaden his horizons with a professional skill that is both artistic as well as practical. I heartily recommend both her and the program at Mallory, Baron, Ross & Kindler to other parents with college bound children."

TO APPLY

Interested and qualified candidates should reach out to Jennifer Christensen at their earliest convenience. Candidates should send the following materials via email:

- Cover letter expressing your interest in and fit for the position
- Current résumé with relevant dates, work experience, and education
- Two to three samples of your writing (e.g., letters of recommendation written about current or former students with names and other identifiers redacted, newsletters to students and/or parents, published articles, or text written for school or organization's website)
- List of five references with name, phone number, and email address of each (references will not be contacted without your permission), to:

Jennifer Christensen

Search Consultant

jennifer.christensen@carneysandoe.com

707.775.7790