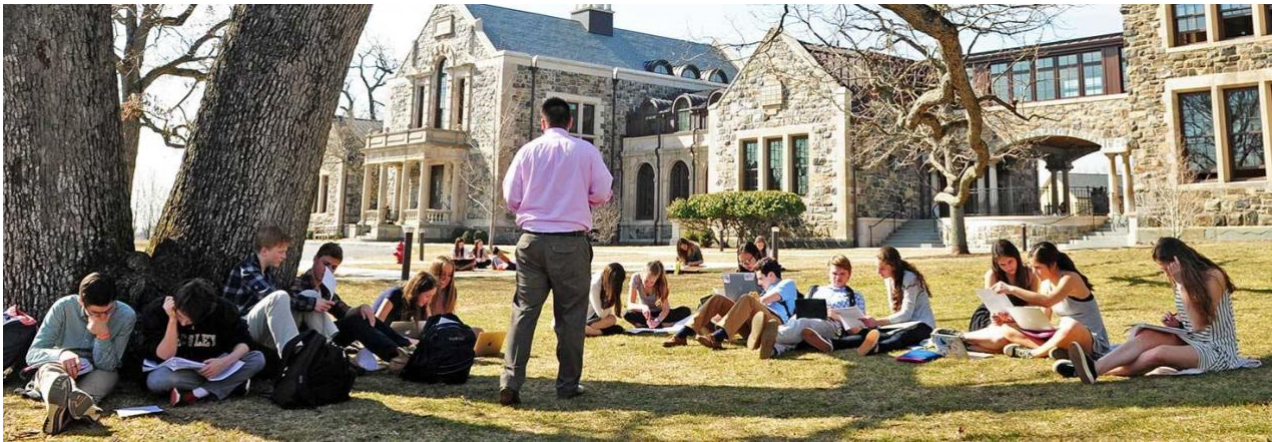




**Director of College Counseling
Hackley School —Tarrytown, NY
July 2024**

[Hackley School](#), a K-12 single-campus independent school in Tarrytown, NY, seeks its next Director of College Counseling for July 1, 2024, with the retirement of long-time director, Peter Latson. The school has an interim director for 2023-24 who will not be a candidate for the position.



Established in 1899 as a college preparatory boarding school for boys, Hackley has grown and evolved throughout its storied history. The school’s founder and initial benefactor, Mrs. Frances Hackley, partnered with leading area Unitarians to create a nonsectarian school that embodied and embraced intellectual questioning and inclusiveness. Students of all religions, economic backgrounds, and national origins were welcomed, fully espousing one of the school core values (and its official motto), *United, We Help One Another*. Evidence of these values is present in the Hackley of today, perhaps best embodied in another core value carved over a door on the Main Building: *Enter Here to Be and Find a Friend*.

Hackley is powered by a talented and dedicated faculty of around 125 educators, 26% of whom self-identify as faculty of color. The school’s approximately 850 students come from well over 100



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different zip codes in the tri-state area, with almost 17% receiving financial support through financial assistance and over 50% of students identifying as students of color.

Over its history, the school has evolved from a 7-day boarding program for boys to be a co-educational school with a 5-day boarding program in the Upper School. Along with their typical duties as teachers, coaches, and extracurricular advisors, some faculty serve in the boarding program. Approximately 44% of faculty and administrators live on or near campus in school-owned housing, contributing to the vibrant strength of the Hackley community.



Hackley's curriculum is coordinated K-12, with a continual emphasis on character education across this span. In the Lower School (K-4), the curriculum supports scaffolded, individual learning with an emphasis on developing foundational skills. Lower School students engage in a collaborative learning environment that prepares them for future academic work, including computer science, literacy, Spanish, visual arts, performing arts, and physical education. Singapore Math is used as the basis for the math curriculum throughout the Lower School, bridging into Middle School (5-8).

Once students reach Middle School, the approach broadens to emphasize the academic, organizational, and interpersonal skills students need as they progress throughout their educational career and beyond. Through a variety of field trips, global expeditions, extracurricular programs, team sports, and community service opportunities, students are equipped with the tools they need to succeed as they matriculate to the Upper School (9-12).

The Upper School combines both structure and flexibility for its students, offering high-level coursework alongside opportunities for personal growth. Departments offer advanced coursework that challenges students as they move through the curriculum, including AP and post-AP courses in some departments. Students are encouraged to hone their skills of writing analytically and persuasively, and have the chance to participate in debates, research, and collaborative work, as well as pursue artistic endeavors through the visual and performing arts.

Hackley's 285-acre campus unites the entire K-12 community, providing numerous resources that are integral to supporting the school's educational mission. Grades K-4 are housed in the Kathleen



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Allen Lower School, a standalone building set amidst the Middle and Upper School facilities. The Middle School is housed in a three-story building that connects to the Science Building and then to the Main Building. Upper School classrooms are spread throughout the Main Building, which also contains the boarding corridor.

The Johnson Center for Health and Wellness, which opened in 2018, is a central feature in Hackley's commitment to promoting community health and wellness, both through its health education curriculum, as well as its athletic program. The Sternberg Library is used by both Middle and Upper School students, and the Lower School students regularly use the Santomero Library located in the Kathleen Allen Lower School. The campus continues to evolve, with construction for the Center for the Creative Arts and Technology currently underway and expected to finish in 2024. Once opened, this facility will house and promote interdisciplinary connections between the Visual Arts, Performing Arts, and Computer Science Departments.



Students also benefit from numerous outdoor spaces that surround the buildings and give campus an arboretum-like feel, a characteristic enhanced by the Hackley Forest, which contains 6.5 miles of hiking and running trails, a field biology research area, a 1-acre deer exclusion zone, a wetlands facility, an apiary, and an orchard.

Mission and Portrait of a Graduate

Hackley is a mission-driven institution that actively applies and measures itself against this standard: *Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.*

In 2017-2018, Hackley's K-12 faculty developed the [Portrait of a Graduate](#), which is derived from the school's mission and served as an aspirational statement in the development of [Redefining Excellence: Learning Beyond Boundaries](#), Hackley's strategic plan.

The Area

Ranked as one of Forbes' "Prettiest Towns in America," the village of Tarrytown is located on the eastern bank of the Hudson River, just 25 miles north of midtown Manhattan. Tarrytown provides easy access to major interstate highways, as well as the MTA's Metro-North Hudson Line. The town itself is enjoying a revitalization that has made it a popular locale for food and arts, all set amidst a scenic location and diverse town population. Residents and visitors alike enjoy Tarrytown's rich history, which includes being a throughway on the Underground Railroad.



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School Leadership

Michael C. Wirtz became Hackley School's 12th Head of School on July 1, 2016, and will conclude his tenure on June 30, 2023. Led by the Head of School, Hackley's Leadership Team is comprised of the Director of Academic Affairs, the Assistant Head for Community and Inclusivity, three division directors, the Director of Advancement, the Director of Enrollment Management, the Chief Financial Officer, and the Director of Operations and Campus Planning.

Summary of Responsibilities

The Director of College Counseling is responsible for leading the school's College Counseling Department and planning and executing all aspects of the school's college counseling process and program. The Director also serves as a counselor, working closely with a group of students and families. The Director sits on the school's Academic Committee, the group that provides academic leadership to the school. This position reports to the Director of the Upper School, while also supervising two Associate Directors of College Counseling and the College Counseling Assistant.

Opportunities and Challenges

Balance student autonomy and counselor support

Hackley's college counseling process is driven by student interest and centered on "fit." We want and expect students to take ownership of and responsibility for their college process, even as we acknowledge the process has grown increasingly complicated and demanding. With the intricacies of the application process, high parental expectations for students and our counselors, and a population of students still coming out of the pandemic, it is challenging to balance student autonomy with generous counselor support. The new Director will play a vital role in sustaining and strengthening a program where students feel strong agency and support.



"Nurture a culture of wellness" in college counseling

One of the strategies articulated in Redefining Excellence, Hackley's strategic plan, is to "nurture a culture of wellness." With student wellbeing at the forefront of Hackley's decision-making on both strategic and operational matters, Hackley's current college counseling team is focused on this issue. The school seeks to promote health and wellness in our students, including through what we recognize can be a stressful process for students and families. The Director has an opportunity to continue to expand the department's influence on school culture around this process, ensuring that student needs related to wellness are infused throughout the college counseling program and approach.



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Expand family/parent/faculty education

The college admissions landscape continues to change quickly, and its dynamism makes fully understanding it difficult for students and families. Hackley's college office runs effective grade-based programming for families about the college process at Hackley, and the new Director has an opportunity to continue to engage and educate families regarding the realities and complexities of the college admissions process. Additionally, given the integral role that Upper School teachers play in supporting our students in the process, Hackley's teachers would also benefit from opportunities to tap even more deeply into the expertise of our college counseling team.



Specific Responsibilities

The Director of College Counseling has the following responsibilities:

- Lead and effectively manage the College Counseling Office, including the Associate Directors of College Counseling and the College Counseling Assistant
- Contribute to an atmosphere, attitude, and track record of continual program development and improvement in support of students and their families
- Work to ensure that college admissions officers have an accurate and up-to-date perception and understanding of Hackley
- Provide college counseling guidance to approximately 30% of each class (roughly 30 students per grade level). Assignments are made in winter of sophomore year; students counseled as needed until formal initiation of process in January of junior year.
- Communicate regularly with counselees and families about the various stages in the college counseling process
- Generate persuasive, individualized letters of support for each senior in the Director's caseload
- Plan and lead educational programming related to college counseling for families in grades 9-12
- Foster strong working relationships with college admission professionals at colleges and universities throughout the United States and abroad by visiting an appropriate number of college campuses each year
- Maintain an active and engaged presence in professional organizations such as NACAC, ACCIS, College Board, and others to remain current with issues in the admission and counseling professions
- Assist with campus visits from college admissions representatives



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- Prepare timely and informative communication to students and families about the college counseling process and landscape
- Lead the *Intro to College* course, required for all juniors, and teach approximately a third of the classes
- Provide guidance to the academic advisors, students, and parents about the course selection process as it pertains to college counseling
- Work with the Upper School faculty to help them understand their role in the college counseling process
- Ensure that the office collects, analyzes, and maintains detailed and accurate records and data related to college counseling
- Prepare and present an annual report to the school's Board of Trustees
- Participate and contribute to conversations and initiatives within the Academic Committee in support of short-term and long-term strategic goals
- Edit and revise the school Hackley School profile, College Counseling Handbook, and the Hackley Online College Counseling pages
- Liaise with Department Chairs, the Director of Academic Affairs, and the Registrar concerning curriculum developments, academic policies, academic calendars, and course titles insofar as they support our students in the college process
- Support opportunities for professional development and foster professional growth for department
- Oversee department budget and assess department resources
- Oversee standardized testing offered at Hackley (PreACT, PSAT10, PSAT and AP exam administration)
- Perform other special school duties, projects and support as assigned by the Director of the Upper School

Qualifications and Characteristics:

- Bachelor's degree is required; advanced degree preferred
- Minimum of 6 to 8 years' experience in college counseling and an extensive, active network of college admissions contacts nationally. Additional experience in highly selective college admissions is preferred.
- Knowledge of curriculum and trends as related to college admissions
- Eagerness to engage with students and their families to support them as they navigate the college application process
- Excellent administrative, communications, writing, and public speaking skills
- A commitment to diversity, equity, and inclusion
- A proficiency with data analysis
- A supportive team builder and leader
- A flexible and patient collaborator with administrators, faculty, and staff
- Ability to bring joy, kindness, maturity, humor, and flexibility to the school environment



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To Apply

Interested candidates will be asked ultimately to submit the materials below to Ben Bolté at Carney, Sandoe & Associates (information below). Those interested in exploring the opportunity confidentially may contact the consultant. All inquiries are confidential. Please do not contact the school directly.

- Cover letter expressing interest in the Hackley position, detailing your skills and experiences with the needs of the position and your commitment to Hackley's core values and culture, as you understand them.
- Current and comprehensive résumé with all dates included (no more than 4 pages);
- Writing samples:
 - three redacted letters of recommendation for student college applications
 - reflecting students of varying performance, and
 - a sample communication sent to parents or the school community;
- List of five references with name, phone number, and email address of each (references will be contacted only with the candidate's permission and not before a mutual interest is clearly established).

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