

# DIRECTOR OF COLLEGE COUNSELING SEARCH

**SAN FRANCISCO UNIVERSITY HIGH SCHOOL**

San Francisco, California

sfuhs.org

Start Date: July 2023



SAN FRANCISCO  
UNIVERSITY  
HIGH SCHOOL



**Carney  
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& ASSOCIATES

CARNEYSANDOE.COM

# Mission Statement

San Francisco University High School welcomes students of demonstrated motivation and ability to engage in an education that fosters responsibility and the spirited pursuit of knowledge. We are a school where adults believe in the promise of every student, and together we work to build and sustain a community of diverse backgrounds, perspectives, and talents. UHS challenges each individual to live a life of integrity, inquiry, and purpose larger than the self.

## At a Glance



Established  
**1975**



Enrollment  
**450**



Total faculty  
**72**



Student-faculty ratio  
**6:1**



Students of color  
**58%**



Financial aid awarded  
**\$3.7M**



Faculty with advanced degrees  
**81%**



Campus size  
**3-acres**

Faculty of color: 47%

Students receiving aid: 20%

Courses offered: 137

AP and Honors courses: 23

Off-campus study programs: School Year Abroad  
in China, France, Italy, Spain; CITYterm in  
New York City; Oxbow School in Napa

Endowment: \$32M

Annual operating budget: \$25M

Athletic teams: 37

Annual music and theater productions: 7

Annual art openings: 3

Student-led organizations and clubs: 55+



## Overview

Situated in an idyllic location lined with historic architecture and just a short distance from the Bay, San Francisco University High School (UHS) is an independent, college preparatory school for grades 9-12. At UHS students come from 49 different zip codes to be part of a transformative community that empowers individuals to invent and sustain their own vision of success and sense of purpose, while also prioritizing wellness and self-care.

Since UHS opened its doors in 1975, the school has been at the forefront of changing high school culture, affirming a fundamental commitment to intellectual challenge and vitality while simultaneously responding to the demands and opportunities of today. Throughout the years UHS has developed a strong reputation for its outstanding faculty, challenging liberal arts and sciences curriculum, a competitive athletics program as well as deep and broad visual and performing arts offerings. In its relatively short history, UHS has become a leader in secondary education in independent schools across the country by setting a standard for professional growth and continual self-reflection and innovation. In 2013, the school initiated its signature mentoring program that is nationally recognized as a distinctive and compelling student support model. In 2015, the school launched a perpetual strategic design and developed a transformational vision for the school that included adopting the core values of inquiry, integrity, agency, care, and interconnection.

Today, UHS continues to evolve to prepare students for a fast-paced and complex society. Graduates have gone on to become leaders in STEM, Public Health, Education, Environment, Global Affairs, Justice and Civil Rights, Finance, Philanthropy, the Arts, and Political office, to name a few.

San Francisco University High School seeks a Director of College Counseling to begin the role in July 2023. Reporting to the Head of School and serving on the senior administrative team, the Director will be responsible for leading and managing the college counseling office, which includes two other full-time college counselors and a full-time assistant. The Director will develop and maintain relationships with appropriate universities and institutions that may aid in university counseling efforts, have a solid understanding of the college admissions process and admissions requirements, and guide students and parents through the admissions and application process, as well as through financial aid and scholarship opportunities. The ideal candidate will be a team-oriented, effective manager and leader with an interest in working with high school students, their families, college representatives, faculty, and administrators.



## Opportunities and Challenges

The college counseling office is highly regarded in the UHS community, and members of the team are deeply appreciated for their: abilities to develop authentic and thoughtful connections to their students; commitment to and support of each student's journey; integration of school values and social emotional health into the process; efforts to help students and their families see the college search and application process as part of their UHS educational journey; responsiveness and accessibility; clear and timely communication; expertise and understanding about college admission; and joy in working with teenagers. "Kids feel held, seen, and supported," noted one administrator. "The whole college counseling experience was a highlight of the UHS experience for me as a parent," commented an alumni parent. A recent graduated shared that her college counselor and the college counseling program, "changed the way I think about success."

In response to growing enrollment and with hopes to have greater bandwidth to engage more deeply with the school community, the office recently expanded to include an additional full-time college counselor. The next Director of College Counseling inherits a strong and well-respected team and program and has the exciting opportunity to further refine and evolve the office's work and practices in ways that are values and mission aligned. Potential areas of opportunity include:

- Continuing to find and articulate the connections between the college counseling process and UHS's vision—in particular, "embracing education as a transformational, rather than a transactional endeavor, and empowering our students to invent and sustain their own vision of success and sense of purpose."
- Partnering with colleagues across campus to continue to provide timely and relevant parent ed sessions. As one alumni parent reflected, "Part of what UHS is trying to teach is social emotional health and empowering students, and the student-centered aspect and focus of the college counseling process is connected to that... there needs to be a steady drum beat on why that's so important and how that helps kids to succeed in college and beyond."



- Collaborating with colleagues to ensure students who are going into the arts and/or who seek to participate in collegiate athletics understand the understand these different search and application process and have the support needed.
- Work with the academic leaders in the evolution of the academic program, e.g., UHS is a founding member of the Mastery Transcript, and the Director’s understanding of the range of college admission requirements and expectations will help the School make thoughtful and intentional curricular decisions.
- Engaging in conversations about the evolving role of standardized testing—both for admission to UHS and to colleges and universities and as a metric for academic progress.
- Ensuring strong partnership and communication with students’ mentors (advisors who work with the students over the course of four years), the 11th and 12th grade mentor coaches, Dean of Students, and Director of Learning Support.
- Working with alumni relations to find and share the wide-ranging stories of alumni success in college and beyond.

## Qualifications and Personal Attributes

- Enthusiastic and joyful about working with teenagers and in a school community;
- Emotional intelligence and cultural sensitivity;
- Excellent organizational and communications skills, especially engaging public speaking, close listening, and clear and dynamic writing abilities;
- Experience in selective college admissions and/or leadership in independent school college counseling;
- A strategic thinker eager to collaborate with colleagues to develop and refine systems to better support and educate students and their families;



- The skills and knowledge to advance and integrate UHS's ongoing work in the areas of equity and community and commitment to examining the college counseling office's systems and process through an equity lens;
- Commitment to learning and continued professional development and growth;
- A strong professional network amongst the college admission and college counseling community;
- Knowledge of curriculum development and an understanding of the curricular landscape as it pertains to college admissions;
- A broad knowledge of the programs and requirements at a wide range of colleges and universities;
- A bachelor's degree (required); advanced degree preferred.

And who is:

- Committed to celebrating and supporting broad definitions of success for students;
- Warm, patient, and empathetic, but firm and clear about boundaries;
- A collaborative leader committed to supporting and developing a team;
- Accessible and responsive;
- Able to share the optimism and hope around the college search and application process as well as the realities;
- Committed to building strong, individualized relationships with students and their families;
- Delighted about being part of a school community, eager to engage, and willing to be a visible presence;
- Confident and comfortable in the spotlight yet humble and open to feedback;
- Able to manage and navigate the expectations of invested and aspirational families with grace, compassion, and self care.

# Learn More

Click on the links below to learn more about San Francisco University High School.

[School Website](#)

[School Profile](#)

[School History and Core Values](#)

[School Handbook](#)

[Strategic Design](#)

[About San Francisco, California](#)

[Equity and Community](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence at their earliest convenience. We would appreciate receipt of application materials by November 7th. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Writing samples: two redacted letters of recommendation written about former or current students and another sample of a communication piece directed at parents or community;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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