

DIRECTOR OF COLLEGE COUNSELING SEARCH

ST. PAUL ACADEMY AND SUMMIT SCHOOL

Saint Paul, Minnesota

spa.edu

Start Date: July 1, 2024



ST. PAUL ACADEMY
AND SUMMIT SCHOOL



Carney
Sandoe
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Shaping the minds and the hearts of the people who will change the world.

At a Glance



Established
1900



Total enrollment
896



Financial aid awarded
\$4.6M



Student-teacher ratio
7:1



Students of color
38%



Faculty with advanced degrees
84%



Campus size
35 acres
(across 2 campuses)

Upper School enrollment: 412

Students in the graduating class of 2024: 96

Students receiving aid: 27%

Endowment: \$63M

Number of seniors per college counselor: approx. 35

College Counselors assigned: spring of 10th grade

Students applying early decision (class of 2023): 40%

Students leaving MN for college (class of 2023): 80%

Clubs and special interest groups: 30+

Number of affinity groups: 10+

Participation in fine arts: 70%

Participation in athletics: 77%



Overview

St. Paul Academy and Summit School is a K-12 independent day school with two campuses, located in the heart of St. Paul, Minnesota. The school is well-known for its bright and curious students, exceptional faculty, and warm, humble school culture. The school's mission—*shaping the minds and the hearts of the people who will change the world*—is deeply embedded in the community and is underpinned by shared values that inform day-to-day life at school. These values include community, excellence, belonging, responsibility, and kindness.

SPA students understand that they have a responsibility to challenge themselves while engaging with and contributing to the collective learning experience. At SPA, one size does not fit all. The SPA experience is varied and dynamic; students are seen and embraced for who they are and are given all the unique tools they need to realize their goals. At every turn, caring support is coupled with high standards. And, in this safe and intentional environment, students can engage with ideas more deeply and thoughtfully than they ever imagined they could.

The Director of College Counseling at SPA will provide leadership in ensuring that best practices from college admission counseling inform SPA's college counseling program. The Director leads a collaborative team of two experienced college counselors and a full-time administrative assistant to guide students and families through a college planning process that is developmentally appropriate, fosters personal growth, and is informed by professional best practices. The college counseling team centers student and family self-reflection on individual values and goals to inform exploration of diverse college options and understanding of current admission practices. The highly personalized program guides students to represent themselves authentically in their search and applications. Serving a community of academically talented and motivated students taught by highly skilled and dedicated faculty, the Director helps ensure that the college counseling program equips students to identify and pursue college options well suited to their talents and goals. The Director of College Counseling reports to the Upper School Principal.



Priorities and Challenges

The next Director of College Counseling will have the opportunity to work with a talented and dynamic student body and faculty and an experienced college counseling team. The incoming Director will inherit a robust, well-run, and highly respected program. The priorities, opportunities, and challenges ahead include:

- Bringing a lens of curiosity to an already excellent program, evaluating the existing systems, programming, and processes, and identifying potential opportunities to serve students and parents even more effectively;
- Partnering with faculty and administrators as the school balances a commitment to and tradition of academic excellence with a broader conversation about the definition and markers of success;
- Continuing to cultivate SPA's reputation and relationships with college admission professionals across the country and staying current in the ever-changing landscape of college admissions;
- Bolstering college counseling support for students for whom athletic recruitment may inform the college search; and
- Communicating proactively, efficiently, purposefully, and clearly with students and parents throughout their college counseling journey.



Qualifications and Personal Attributes

- Experience in college counseling and/or college admissions, in-depth knowledge of a diverse range of colleges and current college admission trends, and a robust professional network;
- Genuine passion for working with students and the ability to build productive, dynamic working relationships with high school students in support of their self-understanding, growth, needs, and aspirations for college and beyond;
- Understanding of the college process in the wider context of a student's Upper School experience and a commitment to engaging with students and families in a way that is relational and transformational, not transactional;
- Personal and professional commitment to diversity, equity, inclusion, and belonging and the ability to co-create programs and model practices that center equity and cultivate an office environment that invites all—students, families, and colleagues—to be their authentic selves and articulate their needs;
- Self-awareness, curiosity, and a demonstrated commitment to personal and professional growth;
- A commitment to partnering effectively and proactively with parents/caregivers in support of students' needs and aspirations;
- Excellent communication skills, especially engaging public speaking, close listening, and clear and dynamic writing abilities;
- A commitment to visibility and relationship-building within a school community;
- Discretion, respect for confidentiality, and the highest ethical standards;
- Outstanding organizational and time management skills and the ability to work effectively independently and as a member of a team;
- A collaborative and collegial work style; patience, good humor, openness to new ideas, and a growth mindset.

Learn More

Click on the links below to learn more about St. Paul Academy and Summit School.

[School Website](#)

[College Counseling at SPA](#)

[Mission and Values](#)

[School Profile](#)

[Diversity, Equity, Inclusion, and Belonging](#)

[About Saint Paul, Minnesota](#)



To Apply

Review of candidate materials will begin immediately. Interested and qualified candidates are invited to contact the consultants in confidence. 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

Selected candidates may also be asked to provide:

- Writing samples specific to this search
- 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)

Materials should be sent to:

Marsha Little
Senior Consultant
marsha.little@carneysandoe.com

Lisa Parsons
Consultant
lisa.parsons@carneysandoe.com

St. Paul Academy and Summit School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.