



**Co-Director of College Counseling
San Domenico School—San Anselmo, CA
July 2022**

Twenty-five miles north of San Francisco, nestled in the hills of San Anselmo, sits the oldest independent school in California. Founded in 1850 – when California became a state - San Domenico School’s roots began as a school for girls in the spiritual and social justice traditions of the Dominican Order with a deep commitment to providing high-quality independent education to students grades K-12 (with a day-boarding program grades 9-12). Today, the School enrolls 680 students from Marin, the Bay Area and 23 countries. In line with the Dominican commitment to inclusivity, the School welcomed students of all faiths and traditions resulting in a vibrant, diverse community of learners. Six years ago San Domenico began admitting boys and three years ago it became a secular institution, changes that have already proven a great success, garnering strong enthusiasm throughout its diverse and fairly international school community.

Teachers and administrators at San Domenico aim to create not just great students, but great people. Following the school’s ethos of commitment to lifelong study, the School provides academic instruction that places emphasis on more than grades and tests scores, teaching students how to chart their own path of learning. By chasing the passions that naturally interest them, and regularly reflecting upon their work in the context of the wider world, students discover who they are and what they truly want to accomplish in their lives, both professionally and personally.

Equally embedded in San Domenico culture is a commitment to service. Students in every grade participate in acts of service—whether service-learning projects within the school community, student-led initiatives in neighborhoods, or far-reaching travel. All 11th graders take a required course in social justice, where they focus on approaching social issues critically and on recognizing their own ability to effect change.

VISION
At San Domenico, an exceptional education requires not just academic excellence but also meaning and purpose. We provide a character-driven, Kindergarten through Grade 12 Independent School education, leading the way in redefining the metrics of achievement, graduating inspired students equipped to create a better world.

San Domenico has occupied its current property in San Anselmo for the last 50 years. The 515-acre campus displays a commitment to sustainability as well as remarkable features and facilities. The location is stunning.



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The college counseling program focuses on encouraging independence and accountability while connecting each student's individual interests and sense of purpose with an appropriate post-secondary plan. The belief that the college application process can be a confidence building experience promotes self-reflection and individual growth when approached with the mindset of finding an appropriate academic, social, and emotional fit for each unique student. For this reason, the school's core values - Study, Reflection, Service, and Community - are mindfully incorporated in discussions about college and life after in a scaffolded, four-year college counseling program. The program is high-touch, intentional, and engaging of both students and their families and the results, especially recently, have been excellent. Recent graduates have matriculated at a range of schools from the campuses of the UC System to Cornell, Haverford, Julliard, Mills, NYU, Reed, Whitman, Tufts, Syracuse, Stanford Princeton, Northeastern and the universities of Edinburgh, Michigan, and Washington.

The School seeks a new Co-Director beginning July 2022 to partner with fellow Co-Director, Melissa Martin, in ensuring that their office delivers a comprehensive, student-centered college counseling program to students, families, and faculty. The Co-Director will facilitate student college exploration, application, and selection processes, reporting to the Upper School Head and serving as a key member of the larger school leadership team. The college counseling team collaborates with faculty and other key administrative offices such as admissions, mar-comm, and student support teams. As with any



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college counseling professional, the collaboration with faculty and admin, the recognition of the tension between the importance of the college process and placements in the admissions process (and a competitive school market) and the careful and intentional guidance of students at each grade level are critical.

Essential Duties and Responsibilities:

- Counsel and support students and families through the college application, selection, and financial aid process
- Deliver college counseling curriculum to students, faculty, and families individually and in groups, including evening presentations for parents and guardians
- Write highly personalized counselor letters of recommendation for assigned senior caseload and support SD faculty through the teacher recommendation writing process
- Plan and execute college application and essay writing orientation program for rising seniors
- Cultivate relationships with college admissions representatives through high school visits, college fairs, and professional networking opportunities
- Visit colleges and universities regularly on tours and individual trips
- Assist Dean of Academics, faculty, and mentors in academic counseling and course selection process for students 9-12
- Participate in professional development opportunities including conferences, workshops, webinars, and counselor-focused events to stay abreast of trends and updates in college admissions
- Maintain and update online database of student application and testing history via SCOIR
- Serve on the Upper School Academic, Administrative, and Student Support Teams
- Work with the admissions team to present information about our college counseling program to prospective parents.
- Assist admissions in evaluating the transcripts for international applicants to assess readiness for our program.
- Engage in professional and personal development and commit to growth in the areas of diversity, equity, and inclusion
- Assist Testing Coordinator in school day standardized testing opportunities as needed, including administration of PSAT, SAT, ACT and AP exams
- Assist international students with F1 visa transfer process
- Develop and present annual reports to the Board of Trustees.
- Work with the Marketing and Communications department to share college news
- Maintain membership in national and regional counselor affiliates (NACAC, WACAC, ACCIS, etc.)
- Participate in various school-wide roles outside of college counseling, including mentoring, club moderation, etc.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures



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Work Experience Requirements:

- Bachelor's degree required; Master's degree preferred
- 3-5 years minimum experience in high school college counseling or college admissions; Co-Director candidates will be expected to have prior high school-based experience
- Demonstrated commitment to working and developing relationships with a diverse population of students and staff
- Demonstrated commitment to infusing DEI initiatives into the college counseling role
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Proficiency in Microsoft Office Suite and Apple programs and willingness to learn other online platforms such as SCOIR
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Must have the energy, patience, and sense of humor to work effectively with high-school students and their families
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Previous experience working with international students preferred

Salary commensurate with experience, plus an excellent benefits package including medical/dental/vision/life/matching 403b retirement plan, daily lunch.

Interested Persons Contact:

Ben Bolte
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All inquiries and nominations are kept confidential.



San Domenico School is an Equal Opportunity Employer and values diversity.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry,



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sex, sexual orientation, gender, gender identity or expression, genetic information, age, disability, medical condition, religion, veteran status, marital status, or any other classification protected by applicable local, state, or federal laws.



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