

# DIRECTOR OF COLLEGE COUNSELING SEARCH

**SIDWELL FRIENDS**

Washington DC

[sidwell.edu](http://sidwell.edu)

Start Date: July 2024



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Philosophy Statement

Sidwell Friends School is a dynamic educational community grounded in the Quaker belief that there is “that of God in everyone.” Individually and collectively, we challenge ourselves to pursue excellence in academic, athletic, and artistic realms. We are committed to the joys of exploration and discovery. Differences among us enhance intellectual inquiry, expand understanding, and deepen empathy. The Quaker pillars of the School inspire active engagement in environmental stewardship, global citizenship, and service. We find strength in reflection and shared silence. At the heart of each endeavor, we strive to discern deeper truths about ourselves and our common humanity, preparing students and adults to “let their lives speak.”

# Diversity Statement

Sidwell Friends School affirms the centrality of diversity and inclusion in all aspects of academic and campus life. Honoring a multiplicity of voices, we celebrate shared joys and address tensions productively. Together, we are guided by Quaker testimonies and seek to answer the question, “How do we nurture a sense of belonging in our community and demonstrate our commitment to a just world?”

## At a Glance



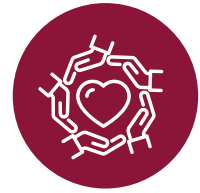
Established  
**1883**



Total enrollment  
**1,142**



Financial aid awarded  
**\$8.2M**



Students of color  
**57%**



Total faculty  
**273**



Faculty with advanced degrees  
**88%**



Campus size  
**15-acres**  
Upper and Middle School;  
5-acres: Lower School

Upper School Enrollment: 508  
Faculty of color: 40%  
Students receiving aid: 21%  
Endowment: \$70M

Annual operating budget: \$62M  
Student clubs: 65+  
Varsity teams: 22  
Annual arts performances: 50+





## Overview

Founded in 1883 as a Quaker, co-educational, and urban day school, Sidwell Friends has long been among the nation's strongest independent schools. It continues to center Quaker values in its educational program and practices, believing that "by nurturing children's innate curiosity within a framework of Quaker values, we encourage our students to live adventurous, imaginative, and ethical lives." Similarly, the school's administration, faculty, staff, and Board advance the school through consensus building and other central tenets of Quakerism.

The current Director has provided significant stability to the office and program and rebuilt a sense of shared values and approach to the college search among parents, students, and administrative and faculty colleagues. These efforts included creating structures and practices to increase accessibility, communication, and transparency in order to build clarity and confidence while minimizing pressures and concerns as students navigate the first half of their Upper School experience. These initiatives include designating college counseling team members as liaisons for the 9th and 10th-grade classes and their families and providing informal opportunities for students and parents to learn and ask questions about the college search process.

As the college search formally begins in the fall of the junior year, the College Counseling Office (CCO) provides students and their families with a well-structured and comprehensive program that balances large group presentations with the type of one-to-one attention and support that four full-time college counseling professionals can provide to a class of approximately 125 students.

Given the strength and experience of the current college counseling team, strong support from school leadership, and excellent resources, this is a compelling opportunity for a student-centered, community-oriented, collaborative, and strategic college counseling leader.



## Priorities and Challenges

Sidwell's incoming Director of College Counseling will have the opportunity to build on the existing strong foundation in partnership with the Upper School and senior leadership teams and a passionate, skilled, and experienced college counseling team. The priorities and opportunities ahead include:

- **Increasing the presence of the college counseling program and process into Upper School and all-school dialogues.** Administrative and faculty colleagues would appreciate and benefit from the expertise of and increased partnership with the Director of College Counseling. Currently, the Director has limited presence on leadership teams and institutional structures. The new Director will have the opportunity to advocate for and be a more regular participant and collaborator in institutional conversations.
- **Building and sustaining stronger partnerships with Upper School faculty and advisors.** The current CCO staff arrived at the school during the pandemic, and opportunities for building connections and partnerships with peer faculty in the Upper School have been limited. Given the shared work with students, building partnerships with and understanding of the college counseling and college admission landscape among faculty and advisors is a key opportunity for building support for students and continuity of messaging and practice.
- **Continuing to build connection between parents and the College Counseling Office (CCO).** The current Director and Associate Directors have developed strong relationships with the parents. Continuing to invest in efforts to educate and partner with parents will remain a vital aspect of the Director's leadership of the program and office. In particular, it will be essential to instill confidence by offering right-timed communications around the perpetually shifting landscape, demonstrate a commitment to transparency where possible, and continue to welcome families into the office and to connect with team.
- **Supporting and developing the current team.** The team is valued and respected within the community. Yet, a continued focus on improving office and individual practice, providing growth opportunities, and building knowledge and networks will remain a focus for the Director as they work with the office staff.





## Qualifications and Personal Attributes

The ideal candidate(s) will offer most or all of the following qualifications and qualities:

- Deep appreciation and affection for the joys of working with a particularly engaged and intellectual student population and an orientation to lead with curiosity, energy, and warmth;
- Commitment to building strong, individualized relationships with students and their families in a high expectation environment;
- A leader who can align their experiences with Quaker practice and values;
- Experience working with, supporting, educating, and managing the expectations of a discerning and aspirational parent community;
- A well developed, professional network in the college counseling and college admissions field;
- A “voice” that inspires confidence and draws upon the knowledge and experience gained through significant work in selective college admission and/or independent school college counseling;
- Strong interpersonal skills and a style built on approachability, responsiveness, and transparent, intentional communication;
- Excellent communication skills, especially engaging and confident public speaking, close listening, and clear and dynamic writing abilities;
- Personal and professional commitment to belonging and a commitment to examining the college counseling office’s systems, programs, and processes through an equity, justice, and community lens;
- Commitment to ongoing learning, professional growth, and reflective practice;
- The confidence and humility to advocate for and embrace new ideas, welcome feedback, and build consensus; and
- A joyful spirit, optimistic outlook, and sense of humor.

# Learn More

Click on the links below to learn more about Sidwell Friends.

[School Website](#)

[Equity, Justice, and Community](#)

[Quaker Values](#)

[School Profile](#)

[Strategic Plan](#)

[About Washington DC](#)



## To Apply

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;
- 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:

### **Jennifer Wong Christensen**

Senior Search Consultant

[jennifer.christensen@carneysandoe.com](mailto:jennifer.christensen@carneysandoe.com)

### **Chris Boyle**

Search Consultant

[chris.boyle@carneysandoe.com](mailto:chris.boyle@carneysandoe.com)