



Director of College Counseling
Cincinnati Country Day School
Cincinnati, OH
July 2026

Cincinnati Country Day School a co-educational, college preparatory school in the beautiful Indian Hills area of Cincinnati, serves 850 students from 18 months through grade 12. Since 1926, the school has been focused on providing innovative preparation for college and life that allows children to become exemplary citizens, confident leaders, and the best versions of themselves. Students come from more than 65 zip codes in Ohio, Indiana, and Kentucky as well as internationally to the school's beautiful, 60-acre campus, which includes two libraries, 530-seat theater, a large outdoor amphitheater, music and vocal rooms, dining facility, two gymnasiums, indoor pool, tennis courts, a newly constructed stadium and turf field, and numerous outdoor recreation areas and sports fields.



CCDS offers a rigorous, interdisciplinary curriculum that builds a strong foundation in academics, athletics, service, and the arts. With 34% diversity, students, parents, faculty, and staff of different backgrounds, perspectives, and talents contribute to a varied and comprehensive learning experience. The community provides opportunities for student leadership, involvement, and personal growth. Each year, individual students are recognized locally, regionally, and nationally for their academic, athletic, artistic, and altruistic accomplishments.

In 2021, the Board of Trustees unanimously approved an updated school mission: *Cincinnati Country Day School creates leaders who, through the discovery of their own abilities, kindle the potential of others and better a dynamic world.* This mission statement reflects several years of benchmarking, research, constituency focus groups, and feedback sessions and conveys the forward-looking vision of a Country Day education to meet an ever-changing world. During the 2022-23 school year, Country Day implemented a new strategic plan, which articulates a bold vision to propel the school toward its second century of excellence with a sense of purpose and commitment, connecting the students to their own learning, to life-changing teachers, and to the community.



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Upper School

Cincinnati Country Day School's Upper School enrolls approximately 238 students in grades 9-12, 38% of whom identify as students of color. There are 40 faculty and staff in the upper school, with 85% of the upper school faculty possessing an advanced degree. The upper school student-to-faculty ratio is 9:1, and the average class size is 15; the class of 2026 numbers 59. The upper school is housed in a facility built in 2000 which includes classrooms, laboratories, art studios, a makerspace, administrative and faculty offices, and a commons area. In conjunction with the celebration of the school's 100th anniversary in 2026, the school will soon kick off a major capital campaign, which will significantly and meaningfully transform the campus. It's an exciting time to join the school.



The upper school curriculum is designed to prepare students to successfully continue their education at the college level with an emphasis on critical thinking, problem solving, and applying knowledge to real-world situations. Faculty members are organized into school-wide academic departments offering students the opportunity to learn in an optimal teaching environment with an integrated, graduated curriculum for early learners through grade 12.



Students in grades 5-12 are equipped with tablet PCs. Graduates attend selective colleges from around the country and abroad. Last year's graduating class was offered \$6.1 million in college merit- and need-based scholarships. Forty-nine percent of the graduating class is attending private institutions, with 51% attending public institutions. As is historically the case with the school's graduating classes, 100% of the class was accepted at four-year colleges.

College Counseling

The college counseling approach at CCDS, which begins freshman year, aims to ensure that all students can matriculate at colleges where they will prosper and from which they will emerge prepared to lead productive and satisfying lives. The program is administered at each Upper School grade with intentionality and purpose. Staff includes the director, an associate director and an administrative assistant/testing coordinator. Sarah Beyreis has directed the Country Day College Counseling Program since 2005 and will retire at the conclusion of the 2025-2026 academic year after a distinguished career spanning several independent schools.

Location

Cincinnati, Ohio offers a dynamic and affordable major city location for professionals and families alike to thrive, thanks to a unique balance of career opportunities and exceptional lifestyle appeal. Home to major Fortune 500 headquarters, a robust startup community, and continued workforce development efforts, Cincinnati offers pathways for advancement in industries ranging from healthcare and finance to emerging tech and advanced manufacturing. The region's professional culture is collaborative and forward-thinking, with numerous programs supporting talent growth and career mobility.



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Set against the scenic backdrop of the Ohio River and rolling hills, Cincinnati features a cost of living noticeably lower than the national average—housing costs are especially affordable, and quality amenities are plentiful. Residents enjoy an active urban lifestyle with vibrant neighborhoods, exceptional independent, public, and parochial schools, and abundant outdoor recreation in green parks and riverside trails. The city boasts a flourishing arts scene, diverse music and theater venues, celebrated culinary traditions, and the excitement of major league sports. Cincinnati brings together big-city energy and genuine community spirit.



The Position

The Director of College Counseling is responsible for developing and implementing a comprehensive, individualized college counseling program serving Cincinnati Country Day School's students and families. With the collaboration of the Associate Director of College Counseling and the Office of College Counseling Assistant, the Director supervises and carries out a program of group presentations and intensive individual counseling that extends throughout all phases of the college search process. Informed by the CCDS mission of creating leaders and knowing and nurturing each student, the aim of each college search is to assist students in choosing the college that will best serve their intellectual and personal interests and goals – and

MISSION: Creating leaders who, through the discovery of their own abilities, kindle the potential in others and better a dynamic world.

the office has had very positive feedback over the years on fit for each class. Cincinnati Country Day School graduates matriculate at an impressively diverse array of the nation's most distinguished colleges and universities annually, a record the school wishes to maintain if not build upon. This is a 12-month position with four weeks of vacation, reporting to the Head of Upper School and serving on the Academic Leadership Team of the school.

Candidates seeking the position of Director of College Counseling should have at least five years of experience in the college admissions/college counseling field. A master's degree is preferred. Candidates must have excellent communication skills, including strong writing and public speaking abilities and must be well-organized, efficient, and energetic. Earning parental trust in such a role is paramount, relying on a blend of expertise and knowledge with proactive engagement and confidence.

Specific duties of the Director of College Counseling include:

- Designing, implementing, and continually refining a four-year college counseling curriculum that supports students' academic, extracurricular, and personal growth;
- Overseeing and delivering student and parent programming, including information nights, workshops, and events that educate and engage the community about the college process, in the Upper School as well as the Middle and Lower Schools;
- Maintaining clear, timely, and proactive communication with students, parents, and faculty about procedures, deadlines, policies, relevant trends and the college admissions landscape;



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- Staying current on trends in higher education and admission, representing the school in national and regional associations and conferences;
- Developing and maintaining cordial and collegial relationships with college admissions offices and hosting representatives on campus, promoting the school's program and advocating for its students;
- Providing broad support for students and parents on four-year planning as well as direct support to students and parents, within the Director's caseload, on the appropriate selection of courses;
- Counseling students and parents in the formulation of a prospective and eventual final list of colleges, with an appropriate application strategy in the fall of senior year, including around scholarships and financial aid programs;
- Overseeing an efficient and technologically sophisticated system for the organization of student records, accurate maintenance of student records in the school's counseling software (Naviance or SCOIR), tracking outcomes, and preparing annual reports for internal use;
- Along with the Office of College Counseling Assistant, coordinating the administration of standardized tests (e.g. PSAT, SAT, and ACT) and AP exams to the school's students.
- Supervising the Associate Director of College Counseling and the Office of College Counseling Assistant, fostering an open and collaborative environment.

Compensation for this position will be highly competitive nationally, adjusted for Cincinnati's favorable cost of living.

To Apply

Interested and qualified candidates will ultimately submit the following materials, as *separate PDF documents*:

- A cover letter expressing interest in this particular position;
- A current and thorough resume with all dates included (no more than 4 pages);
- A Personal Statement describing your approach and work in college advising, and;
- A list of five professional references with the name, relationship, phone number, and email address of each person (*references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established*).

To: Ben Bolte (bbolte@carneysandoe.com) and Quentin Doggett (quentin.doggett@carneysandoe.com). Please do not contact the school directly.



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College matriculation classes 2020-2025:

U Alabama	Good Sam Nursing	Ohio U
U Arizona	Grinnell	Oklahoma State
American	Hamilton	Otterbein
Babson	Hampton	U Pennsylvania
Barnard	Hanover	Pepperdine
Baylor	Harvard	Pomona
Belmont	Harvey Mudd	Pratt
Boston College	Haverford	Princeton
Boston U	Heidelberg	Purdue
Bowdoin	Holy Cross	Reed
Bowling Green	U Illinois	Rhodes
Brandeis	Indiana U	Rice
Brown	Indiana Wesleyan	U Richmond
Butler	James Madison	Ringling
UC Davis	U Kansas	Rose-Hulman
UC Irvine	U Kentucky	Saint Louis U
UCLA	Kenyon	San Diego State
UC San Diego	Lehigh	Santa Clara
Carleton	Lincoln Memorial	SCAD
Carnegie Mellon	Louisiana State	Seton Hall
Case Western Reserve	U Louisville	U of the South
Centre	Loyola Chicago	USC Upstate
U Chicago	Marietta	U Southern California
U Cincinnati	U Maryland	Southern Methodist
U Colorado	U Massachusetts	Spelman
Colgate	McGill	Suffolk
Columbia	Mercer	Syracuse
Cornell	U Miami (FL)	U Tampa
Dartmouth	Miami (OH)	U Tennessee
U Dayton	U Michigan	Texas Christian
Denison	Michigan State	U Toledo
U Denver	Middlebury	Trinity College (CT)
DePaul	Montana State	Tufts
DePauw	Mt St Joseph	Vanderbilt
Drexel	Mt Vernon Nazarene	U Virginia
Duke	U New Hampshire	Virginia Tech
Earlham	NYU	Wake Forest
East Carolina	UNC Chapel Hill	Washington & Jefferson
Elon	UNC Charlotte	Washington & Lee
Emory	Northeastern	Washington U in St
Endicott	NKU	Louis
U Findlay	Northwestern	Wellesley
Florida Tech	U Notre Dame	William & Mary
Furman	Nova Southeastern	Williams
George Washington U	Oberlin	U Wisconsin
Georgia Tech	Ohio Dominican	Wittenberg
Georgia State	Ohio Northern	Xavier U
Gonzaga	Ohio State	



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