



**Taipei
American
School**

DIRECTOR OF COLLEGE COUNSELING

Start Date: July 1, 2027

Taipei American School

Taipei, Taiwan | tas.edu.tw



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

Taipei American School's mission is to cultivate an enduring commitment to learning, personal well-being, and service. We provide a broad American-based education with a global perspective that develops students of character who are committed to making the world a better place.

At a Glance

 **1949**
established

 **2,371**
total enrollment

 **845**
Upper School enrollment

 **39**
nationalities in the student body

 **324**
total faculty

 **133**
faculty in the Upper School



Nationalities in the faculty: United States, Taiwan, Canada, UK, New Zealand, and Australia

Board Governance: Up to 14 members: 9 elected and 5 appointed

Accreditation: Western Association of Schools and Colleges (WASC). Reaccreditation was completed in Spring 2024

OVERVIEW

On the island of Taiwan, in the dynamic capital city of Taipei, an energetic learning community exists that provides a transformative experience for students who will make their mark in the world. Grounded in the belief that their students will be catalysts for change, Taipei American School strives to educate leaders who will use their knowledge, skills, and character as positive forces to impact their communities and the world.

TAS has flourished as one of Asia's top independent schools for 75 years, offering a rich American curriculum with a global perspective that emphasizes the cultivation of an enduring commitment to learning, personal wellbeing, and service. Students are mentored and taught by an exceptional faculty who challenge them with real world problem solving and guide them in personalizing their coursework to align with their individual learning goals. Learning in state-of-the-art facilities, TAS has a deep commitment to the creative arts, service, and a passion for all things STEAM.

The recently developed Schoolwide Learning Outcomes and TAS's Strategic Plan lay the foundation for an ambitious, integrated, mission-driven view of 21st century learning in a vibrant international environment. The main goals of the plan include the creation of systems that support the implementation of the school's values and outcomes into all aspects of its program and operations – with a particular focus on ensuring best practices around curriculum and pedagogy, student well-being and support, and community belonging.

TAS offers students a dynamic range of pathways, including the International Baccalaureate Diploma, Advanced Placement courses (including the AP Capstone Certificate and AP Capstone Diploma), and a mix of IB/AP coursework. With over 200 courses available, students have the freedom to personalize their educational experience, empowering them to pursue their learning goals in a supportive and high-achieving environment.

Beyond academics, TAS has a globally recognized fine and performing arts program, championship athletics, and a deep commitment to service learning. TAS students graduate as leaders, innovators, and changemakers, ready to make an impact on the world.



ABOUT TAIPEI, TAIWAN

Living in Taiwan:

The island of Taiwan is a unique blend of modernity and tradition. Known for its warm and welcoming residents, excellent public safety, and efficient transportation, Taiwan provides an exceptional quality of life for educators.

Taipei City, the capital city and home to TAS, is a dynamic hub surrounded by stunning natural landscapes, just minutes from campus. Residents enjoy easy access to mountains, beaches, and hot springs, as well as the city's vibrant cultural scene with bustling night markets and world-class dining options. Taipei combines historic landmarks with modern arts and cultural centers, ensuring there's always something to explore. With bilingual signage in both Mandarin and English, navigating the city—from shopping and sightseeing to exploring tea houses and temples—is straightforward and enjoyable.

Taiwan's seasonal climate, excellent healthcare system, and affordable cost of living make it an ideal location for both individuals and families. With a prime location in Southeast Asia, it's also a gateway to travel, offering short flights to destinations like Japan, Hong Kong, Vietnam, and the Philippines.

Whether you're looking for adventure, cultural enrichment, or a welcoming community, Taiwan provides the perfect environment for educators to thrive personally and professionally.



THE POSITION

The Director of College Counseling provides strategic leadership for Taipei American School's comprehensive, mission-driven college counseling program. Centered on the Schoolwide Learning Outcomes and TAS's commitment to cultivating well-balanced, self-directed learners, the Director ensures that every student is guided toward a postsecondary path that aligns with their values, aspirations, and potential. Reporting to the Upper School Principal, the Director of College Counseling will lead a team of college counselors as well as the College Counseling Assistant, the Testing Coordinator, and the Office Manager.

As both a visionary and hands-on leader, the Director will strengthen TAS's reputation as one of the world's top international college preparatory schools by leading a highly effective team, building influential relationships with universities worldwide, and fostering a program that empowers students to become confident, informed, and globally competitive applicants. The Director will also serve as an integral member of the Upper School Leadership Team, contributing to broader conversations on curriculum, student well-being, and holistic development.

The Director will thoughtfully navigate the hopes and aspirations of the TAS community, guiding students and families toward a balanced and informed understanding of the global university admissions landscape. Bringing up-to-date knowledge of higher education trends, data, and evolving institutional priorities, the Director will communicate a nuanced, student-centered vision of success - one that honors ambition while emphasizing well-being, authenticity, and long-term purpose. This vision should be culturally responsive, recognizing the unique context of Taiwan while supporting families in aligning their expectations with a mission-driven approach to learning and growth.



DUTIES AND RESPONSIBILITIES

The Director will lead and participate in the College Counseling Office's work in the following ways:

Strategic Leadership and Program Vision

- Develop and implement a mission-aligned vision for the College Counseling Office that integrates TAS's Schoolwide Learning Outcomes - cultivating critical thinkers, collaborative communicators, and globally minded contributors.
- Lead and mentor a talented team of college counselors, setting high professional standards of practice and ensuring consistent, student-centered support for all Upper School students.
- Serve as a key member of the Upper School Leadership Team and Academic Leadership Team, aligning the counseling program with TAS's broader academic and co-curricular goals.
- Provide strategic insight into course planning and program development from an admissions perspective, ensuring TAS students remain well-positioned for competitive global universities.
- Communicate effectively with students, parents, and faculty about the dynamic nature of global admissions, providing accurate data and thoughtful guidance to support realistic and aspirational college planning.

Student and Family Guidance

- Oversee a comprehensive, developmental college counseling program beginning in Grade 9 that supports self-discovery, informed decision-making, and student agency.
- Personally counsel students and families throughout the college exploration, application, and decision-making process, ensuring each student finds a "best fit" institution that matches their goals and growth trajectory.
- Lead the preparation and review of counselor recommendations, essays, and applications that reflect each student's authentic voice and academic narrative.
- Design and deliver engaging student and parent workshops that promote informed, ethical, and balanced approaches to college admissions.

Team Leadership and Professional Excellence

- Mentor and support the college counseling team through professional development, goal setting, and collaborative planning to ensure a cohesive, high-performing office.
- Establish clear systems and shared practices for counseling, data management, and student tracking that align with international best practices.
- Promote a culture of reflection, innovation, and continuous improvement within the College Counseling Office.

Relationship Building and Advocacy

- Build and sustain strong, long-term partnerships with universities, admissions officers, and higher education organizations worldwide.
- Actively represent TAS at international conferences (NACAC, CIS, IACAC, etc.) and through campus visits to enhance the school's global visibility.
- Host visiting university representatives and create opportunities for direct engagement between TAS students and admissions professionals.
- Serve as TAS's primary ambassador to the international higher education community, articulating the distinctive value of a TAS education and its alignment with 21st-century learning outcomes.

Program Development and Data Analysis

- Oversee the design and continual improvement of the college counseling curriculum, ensuring it remains current, data-informed, and responsive to emerging global trends.
- Develop and supervise a comprehensive Academic Counseling Program in partnership with divisional and academic leaders, ensuring each student receives coordinated guidance that integrates course selection, academic planning, and college readiness.
- Utilize data analytics to track outcomes, forecast trends, and evaluate program effectiveness.
- Supervise standardized testing and test-preparation programming, ensuring alignment with college admissions needs and evolving policies.
- Manage the College Counseling Office budget and allocate resources strategically to support team development and student programming.

Community Education and Engagement

- Educate faculty, staff, and parents on the nuances of the college admissions process to build a shared understanding of "fit," balance, and student success.
- Contribute to Upper School assemblies, newsletters, and workshops to promote healthy perspectives on competition, success, and resilience.
- Partner with divisional counselors, advisors, and teachers to ensure the college process integrates seamlessly into each student's academic and personal journey.



85%

faculty with
advanced degrees



7:1

student/teacher ratio



\$82M

annual operating
budget



31

AP courses



37

IB courses



15 acres

campus size

QUALIFICATIONS & PERSONAL ATTRIBUTES



Successful candidates will demonstrate most of the following qualifications and attributes:

- Master's degree in education, counseling, or educational leadership preferred.
- Minimum of five years of experience in selective university admissions and/or secondary school college counseling, with at least two years in a leadership role.
- Demonstrated success in leading a high-performing counseling team and managing complex systems.
- Deep knowledge of U.S., U.K., Canadian, and other international university admissions processes.
- Exceptional communication, interpersonal, and relationship-building skills with students, parents, faculty, and university partners.
- Proven commitment to student well-being, ethical guidance, and mission-driven education.
- Cultural competence and experience working within diverse, multicultural environments.



Expertise and Experience

- Record of success in guiding students to competitive universities while centering “fit” and purpose in the counseling process.
- Strong professional network within the global admissions community.
- Proficiency with college counseling technologies (Naviance, MaiaLearning, Cialfo, CommonApp, UCAS, etc.).
- Experience using data analytics to evaluate outcomes and shape strategic priorities.
- Exceptional writing and public speaking skills.
- Collaborative leadership style grounded in empathy, high expectations, and integrity.

LEARN MORE

- [School Website](#)
 - [School Profile](#)
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TO APPLY

The search will move forward with significant speed. Interested and qualified candidates are invited to contact the consultants in confidence as soon as possible. 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 resume;
- Writing samples: two sample letters of recommendation (names redacted) and one sample communication to the broader community (e.g., letter to students and/or parents/guardians, communication to colleagues, Board report, article, or conference presentation);
- 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).

CHRIS BOYLE

Consultant

chris.boyle@carneysandoe.com

AMY ROGERS

Consultant

amy.rogers@carneysandoe.com



**Carney
Sandoe**
& ASSOCIATES