

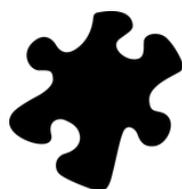


LAB

THE LAB SCHOOL

**DIRECTOR OF
COLLEGE COUNSELING**
Start Date: July 2026

The Lab School of Washington
Washington D.C. | labschool.org



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

At The Lab School of Washington, we embrace differences as advantages.

At a Glance



1967
established



375 + 5 with Lab Online
current enrollment



typically between
125-130
Upper School enrollment



33%
students of color



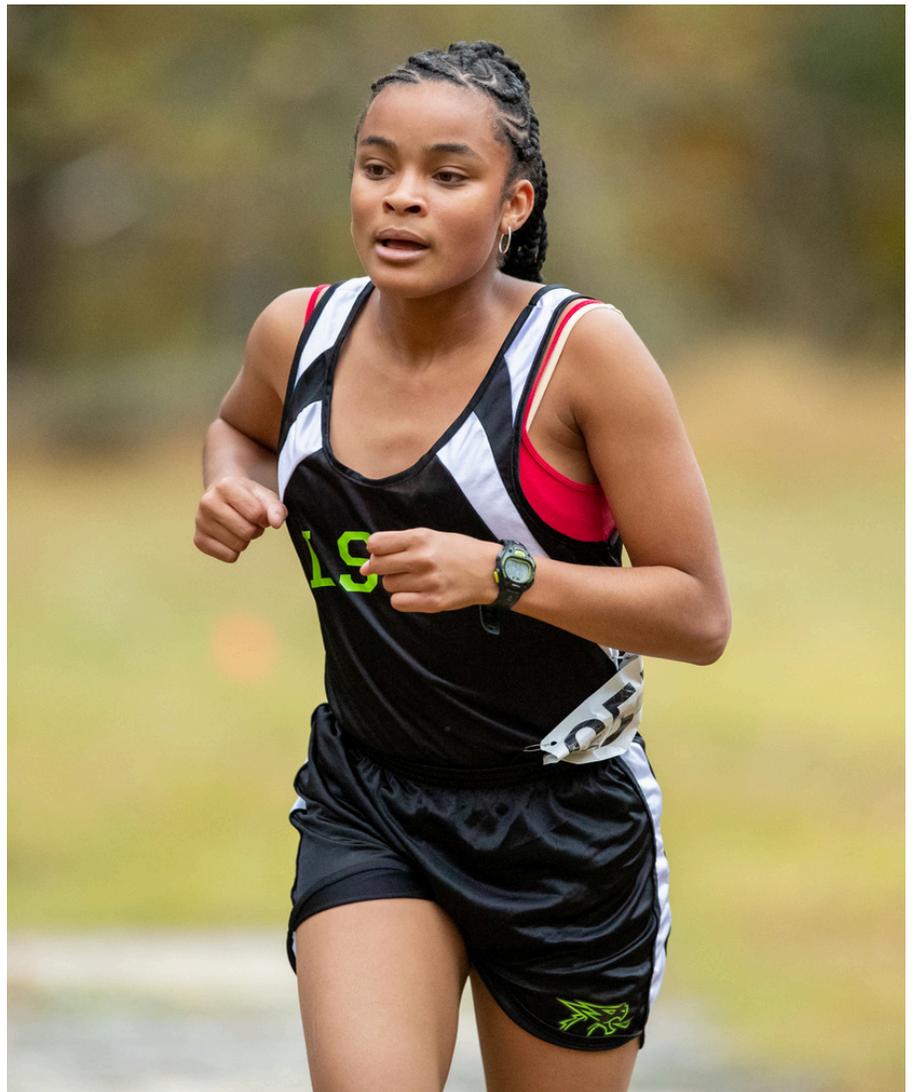
180
total faculty & staff



92%
student-facing faculty with
advanced degrees



3:1
student-faculty ratio



OVERVIEW

The Lab School of Washington is a nationally recognized independent day school in Washington, D.C., serving bright students in grades 1–12 with language-based learning differences, including dyslexia, dyscalculia, dysgraphia, and executive functioning challenges. For almost 60 years, The Lab School has been a leader in innovative, research-based teaching that honors the unique strengths of each learner. Grounded in its mission to empower students to become confident, self-aware, and lifelong learners, the Lab School community fosters intellectual curiosity, creative expression, and academic excellence within a deeply supportive environment.

The Lab School of Washington intentionally leverages its setting in Washington, D.C. as an extension of the classroom, integrating the cultural, civic, and natural resources of the nation’s capital into its academic and arts-based programming. The School highlights its proximity to museums, monuments, historic sites, cultural centers, embassies, parks, and theaters as a foundation for “place-based learning,” with teachers encouraged to design units of study that connect classroom instruction to the rich resources of the surrounding city. This emphasis on experiential, hands-on learning reflects Lab’s broader commitment to engaging students through multisensory approaches and real-world contexts, ensuring that the environment in which students live and learn meaningfully enhances the curriculum.

The Lab School is launching a national search for a dynamic and visionary Director of College Counseling who will join the Upper School’s team and serve as the strategic leader of the College Counseling Office. Reporting to the Head of Upper School, the Director will guide students and families through the college exploration and application process, strengthen partnerships with faculty and external stakeholders, and champion an inclusive approach to postsecondary planning that reflects the School’s commitment to individualized student support. This is a 12-month position.



OPPORTUNITIES AND CHALLENGES

Honor and build upon a deeply trusted college counseling program.

The next Director of College Counseling will inherit a program shaped by a long-tenured and deeply respected leader whose work has earned the enduring trust of generations of Lab families. The incoming director will have the opportunity to sustain this strong foundation, preserving the school's highly personalized and student-centered approach while bringing their own voice, vision, and professional relationships to the work. The role offers an opportunity to thoughtfully evolve the program, maintaining the individualized attention families value while building more shared structures, expectations, and systems that support consistency and success.

Collaborate across programs that support experiential learning and student growth.

The Lab School has strong complementary programs, including leadership in enrichment and student internships, that can meaningfully enhance the college counseling process. The next director will have the opportunity to partner and collaborate with colleagues across these areas to help students develop compelling personal narratives, deepen real-world learning experiences, and build distinctive applicant profiles that reflect their strengths and interests. Greater coordination between enrichment opportunities, internships, extracurricular engagement, and the college process will help students connect their passions in the arts, athletics, leadership, and other areas to their future plans.

Leverage and expand expertise in colleges that support students with learning differences.

The Lab School of Washington is well-known for effectively preparing students with language-based learning differences for successful college experiences. The next director will continue to cultivate deep knowledge of colleges and universities with strong academic support programs while also broadening the landscape of appropriate options for Lab graduates. A strategic, national view of institutions that align with Lab students' strengths and needs will help ensure that each student is matched with support systems and a community in which they can thrive.



Strengthen systems, tools, and processes that support the counseling program.

As the college counseling landscape continues to evolve, the next director will have the opportunity to build upon the program's strong foundation by further developing the systems and tools that support its work. This may include refining approaches to managing college research, application workflows, communication, and data tracking in ways that enhance efficiency while preserving the program's highly individualized approach to counseling. There is also an opportunity to develop roadmaps and timelines for students and families beginning earlier in the upper school years and continuing through the college application process.

Engage families as partners in a highly personalized process.

Lab families are deeply invested in their children's educational journeys and highly value the guidance provided through the college counseling program. The next director will play a central role in sustaining clear communication, thoughtful guidance, and trust with families as students navigate the complex and often emotional college search process. There is an opportunity to expand proactive outreach and parent education, offering consistent communication about timelines, expectations, financial aid, and the evolving admissions landscape.

Expand conversations about pathways beyond the traditional four-year college.

While most Lab graduates pursue four-year colleges, a small portion of each class explores other directions. The next director will have the opportunity to further develop programming and guidance that supports a wide range of postsecondary pathways, including gap year programs, transition programs, apprenticeships, military service, and other alternatives. Strengthening advising for students pursuing these routes and helping families understand and value these options will ensure that every Lab student leaves with a clear and affirming next step.

Tell the story of Lab graduates and their outcomes.

The next director will provide leadership in helping the school articulate and share the outcomes of a Lab education. By tracking alumni experiences and collaborating with colleagues in alumni relations, communications and admissions, the college counseling office can help highlight the many successful pathways Lab graduates pursue. Sharing these stories through data, alumni reflections, or ongoing engagement with graduates can reinforce the school's mission and help families understand the wide range of possibilities that await Lab students beyond graduation.



\$2.37M

financial aid
awarded



41%

Students receiving
financial assistance or
placed by a public
school jurisdiction



\$3.5M

endowment



\$30M

annual operating
budget



4 acres

campus size

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Qualifications

- Deep understanding of neurodiverse learners and language-based learning differences, including familiarity with neuropsychological evaluations and executive functioning challenges
- Expertise in college counseling, including admissions trends, AP testing, and a wide range of postsecondary pathways such as four-year colleges, gap and transition programs, apprenticeships, and military options
- Knowledge of supports students need to succeed in college and experience guiding students who are not college-bound
- Proven organizational and operational skills, including superior organization, attention to detail, and managing complex processes while maintaining individualized student support
- Experience building and maintaining relationships with college admissions professionals and expanding the range of appropriate college options
- Background in special education and mapping complex programs utilizing tools and strategies to support students with executive functioning challenges
- Experience collaborating across programs that support student development, such as enrichment, leadership, internships, and extracurricular opportunities
- Familiarity with programmatic development, creating roadmaps and timelines, and tracking student progress from high school through college
- A bachelor's degree required; Master's degree preferred



Attributes

- Highly-student centered, motivated by understanding each learner as an individual with gifts and talents
- Patient, flexible, and persistent, able to meet students where they are and support diverse developmental and executive functioning needs
- Strong communicator, adept at parent education, difficult conversations, and maintaining thoughtful, respectful dialogue; strong writing skills
- Collaborative, team-oriented, and community-minded, bringing positive energy and supporting colleagues
- Committed to equity, inclusion, and belonging, with awareness of diverse student pathways and needs
- Growth mindset, curiosity, optimism, a sense of humor, and joy in working with students and families
- Confident in public-facing leadership, able to advocate effectively for students while balancing big-picture vision with attention to individual details

LEARN MORE

- [School Website](#)
- [School History](#)
- [Diversity, Equity, Inclusion, and Belonging](#)
- [College Matriculation](#)
- [About Washington D.C.](#)





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 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) to:

AMY ROGERS

Consultant

amy.rogers@carneysandoe.com

KIM PEEPLES

Consultant

kim.peeples@carneysandoe.com

The full-time salary range for this position is \$100,000-\$140,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.

The Lab School does not discriminate against qualified applicants or students on the basis of race, gender, sexual orientation, religion, national origin, disability, or any other status protected by applicable law in the administration of its educational, admissions, financial aid or other policies and programs.



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& ASSOCIATES