



ASSOCIATE DIRECTOR OF COLLEGE COUNSELING

Start Date: 2027 (January preferred)

The Dalton School

New York, New York | dalton.org



**Carney
Sandoe**
& ASSOCIATES

MISSION STATEMENT

The Dalton School is committed to providing an education of excellence that meets each student's interests, abilities and needs within a common curricular framework and reflects and promotes an understanding of, and appreciation for, diversity in our community as an integral part of school life. Dalton challenges each student to develop intellectual independence, creativity and curiosity and a sense of responsibility toward others both within the School and in the community at large. Guided by the Dalton Plan, the School prepares students to "Go Forth Unafraid®."

At a Glance



1919
established



1,330
total enrollment



406
enrollment in the Upper School



49%
students of color



88%
faculty with
advanced degrees



12:1
student-faculty ratio



26%
students receiving aid



OVERVIEW

The Dalton School, a progressive K-12 gender-inclusive school in Manhattan's Upper East Side, is consistently recognized as one of the preeminent independent day schools in the nation. Known for its child-centered approach and exceptional, inspiring faculty, Dalton enrolls over 1,300 students with approximately 350 faculty and staff. Guided by the Dalton Plan, the foundation of a Dalton education, the faculty meets each student's evolving needs, interests, and abilities, and fosters diversity as an integral part of school life. Dalton challenges each student to develop intellectual independence, creativity, curiosity, and a sense of responsibility toward others both within the School and in the broader community.

The High School is an academically rigorous educational environment that offers a vibrant, dynamic, and caring atmosphere in which to learn. Students seize opportunities to shape their educational experience and take responsibility by further developing skills of decision-making, self-evaluation, and high-level achievement to create a meaningful and relevant future. Outstanding academic offerings taught by passionate and dedicated faculty are complemented by exemplary performing and fine arts curricula and a full range of athletic teams and extracurricular activities. The successful Dalton graduate values respect, integrity, compassion, and justice, understanding these as vital to the school's mission of fostering community responsibility, combating prejudice, and participating in a democratic society and global community.

The school is seeking an Associate Director of College Counseling to begin in 2027—January would be ideal, and the team would also be open to a summer start. The successful candidate will have college counseling experience in independent schools and, ideally, selective college admission experience. The candidate will work closely with all members of the College Counseling Office as well as the high school administration to guide 11th and 12th grade students and their families through all aspects of the college exploration and application process. This is a twelve-month administrative position.



KEY RESPONSIBILITIES

Support and counsel students through the college search and application processes. The Associate Director of College Counseling will work with approximately 25-30 students per graduating class. Students and their families are provided with college counseling information throughout their time in high school and begin working individually with their college counselor in January of the junior year. The Associate Director will seek to establish warm rapport with each student and provide guidance, support, encouragement, and feedback through the college search and application processes. The Associate Director will also craft thoughtful, thorough, and compelling letters of recommendations for their counselees.

Collaborate with a dynamic and experienced team. The new Associate Director will join a team that includes the Director of College Counseling, four Associate Directors of College Counseling (three full-time, one part-time), and the College Office Coordinator. The new Associate will partner with office colleagues to co-teach college counseling courses, organize and present at events, and help to assess and refine programming. By all accounts, the team is collaborative, cohesive, and operates with humor, candor, and a generosity of spirit.





Connect with the school community. Colleagues hope that the new Associate Director welcomes the opportunity to connect with the greater school community. Presence and participation at school events helps to build community and connection. While not required, there is ample opportunity to get involved formally as well as informally. Current and past members of the office have served as House Advisors, student club advisors, coaches, international trip chaperones, task force participants, and admission interviewers.

Support efforts around balance and wellness. Across the country, students are navigating growing pressures that impact their mental and emotional health. Dalton recently formed a task force to examine academic stress. The college counseling team seeks to balance the messages and expectations that students and their families may receive—or perceive—from college admission offices with the critical need for well-being. The next Associate Director will partner with colleagues in and out of the college office to support students and provide perspective.

QUALIFICATIONS AND PERSONAL ATTRIBUTES



- A voice and presence that inspires confidence and draws upon the knowledge and experience gained through independent school college counseling.
- Deep appreciation and affection for the joys of working in a school setting with an engaged and intellectual student population.
- Inclination to connect with students, colleagues, and families with curiosity, energy, warmth, humility, and humor.
- Experience working with supporting and educating a discerning, diverse, and ambitious family community while managing expectations with clarity and care.
- Dedication to building strong, individualized relationships with students and families in a high expectations environment, with the warmth and openness to encourage ongoing dialogue and interaction.
- An in-depth knowledge of colleges and universities as well as a contextual grasp of the current college admissions landscape.
- An interest in progressive educational pedagogy and a commitment to guiding students with a wide variety of academic and extra-curricular interests and abilities.
- Demonstrated alignment with Dalton's inclusion and belonging mission and values.
- A desire to work intensively and collaboratively with each grade of approximately 110-120 families, fostering open communication and among students, parents and the college counseling office.
- Strong analytical writing skills and the ability to craft compelling, individualized letters of recommendation that convey each student's strengths, experiences, and context.
- An ability to engage students in a classroom setting and teach a course geared towards the college search and application process.
- Active participation in local and national associations relevant to the work, including NACAC, College Board and ACCIS, as well as interest in attending college tours and networking with colleagues in college counseling and college admissions. Related: a deep and diverse professional network within college admission and college counseling.
- Strong public speaking skills and the desire to participate in events for students, parents and colleagues.
- A team-oriented approach to all aspects of the college counseling process and a collaborative spirit of engagement in all professional endeavors.
- Experience with collegiate athletic recruitment and/or with arts portfolio processes would be ideal.

LEARN MORE

- [School Website](#)
- [The Dalton Plan](#)
- [Strategic Plan](#)
- [Community Engagement & Belonging | Dalton](#)
- [College Counseling at Dalton](#)
- [School Profile](#)
- [About New York, New York](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultant 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;
- 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 Consultant

jennifer.christensen@carneysandoe.com

JESS ROBERSON

Consultant

jess.roberson@carneysandoe.com

The full-time equivalent salary range for this position is \$165,000-175,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.



**Carney
Sandoe**
& ASSOCIATES