



EXECUTIVE DIRECTOR OF COLLEGE COUNSELING

Start Date: July 2027

The Episcopal Academy

Newtown Square, Pennsylvania | episcopalacademy.org



Carney
Sandoe
& ASSOCIATES

MISSION STATEMENT

Challenging and nurturing Mind, Body, and Spirit, we inspire boys and girls to lead lives of purpose, faith, and integrity.

At The Episcopal Academy, we take a holistic approach to educating, nurturing, and developing boys and girls. We do not believe that Mind, Body, and Spirit are competing interests, but rather that the three are clearly inseparable and mutually reinforcing.

At a Glance



1785
established



1,310
total enrollment



36%
students of color



206
total faculty



70%
faculty with
advanced degrees



\$10.8M
financial aid awarded



\$177M
endowment



\$67M
annual operating budget



**Carney
Sandoe**
& ASSOCIATES

THE STRIPES, EA'S CORE VALUES



OVERVIEW

Founded in 1785, Episcopal Academy is dedicated to educating the whole student in mind, body, and spirit. Recognized as one of the finest independent schools in the nation, Episcopal Academy serves over 1,300 PK-12 students on an expansive, state-of-the-art campus where learners are motivated to pursue their passions in academics, athletics, and the arts.

Episcopal Academy is in a position of enviable strength, with robust enrollment, tremendous academic, athletic, and arts programs, the recent completion of a significant endowment campaign, and a new Strategic Plan just announced. With a rich, 240-year history, EA is grounded in tradition but never rests on its laurels. A culture of continuous improvement and forward momentum pervades the school, making EA the ideal environment for leaders and students who are curious, driven, and creative.

On the heels of three years of tremendous growth and evolution in Episcopal Academy's College Counseling Office, the school seeks its next Executive Director of College Counseling to begin in summer 2027. The Executive Director leads an eight-person office that works together as a cohesive team to support students during their four years of Upper School. Counselors are visible and active in students' lives and trusted partners to parents throughout the college counseling journey. With some of the lowest caseloads in the country (approximately 20-25 seniors per counselor and 10-15 for the Executive Director), team members come to know each student deeply, guiding them as individuals who love learning, think deeply, grow through challenge, contribute meaningfully to the world, communicate with purpose, and live with integrity.

The Executive Director of College Counseling leverages the strengths of an exceptional team in the continuous design and execution of a college counseling program that is at the leading edge of independent school programs. This is a rare opportunity to build on significant momentum, a strong office culture, excellent programming, and intentional structures and systems, in the context of a school that is committed to both excellence and authenticity. The Executive Director of College Counseling works in close partnership with the Upper School Head and Academic Dean, reports to the Assistant Head of School, and serves as a critical member of the school's leadership team.

ROLES AND RESPONSIBILITIES

Embracing and further actualizing Episcopal Academy's vision to provide a transformative college counseling experience to every student and family: The Executive Director will lead an exceptional team of counselors and benefit from tremendous institutional support in continuing to bring to life a best-in-class college counseling program that supports students and families across the entire four years of Upper School, beginning with purposeful engagement in 9th and 10th grade. Within an impressive program, there is also much room for creativity, innovation, and discovery as the Executive Director leads the team in the continuous refinement of processes and programs, creatively meeting the needs of students and parents/caregivers, proudly advocating for the school and students in the college process, and proactively building deep relationships within EA and in the broader college admissions community. The Executive Director will bring energy, ideas, enthusiasm, and vision to this unique and exciting opportunity.



Leading and empowering a team of experts: The members of the college counseling team bring significant experience and skill to their work, based on time spent in college and university admission and independent school college counseling offices. The Executive Director provides strategic vision and confident leadership to the team, while nurturing the group's strong collaborative spirit and esprit de corps, providing opportunities for team members to impact the program and EA community in their areas of expertise and interest, and seeking opportunities for the group to demonstrate leadership within the broader college admission and counseling community through involvement in regional and national organizations, advisory boards, and conference presentations.

Prioritizing communication and connectivity: Central to EA's commitment to building and sustaining a transformative college counseling program is a commitment to proactive and authentic communication and connectivity across all members of the community – students, parents/caregivers, faculty, and administrators. The Executive Director will have the opportunity to further refine the office's communications flow, thinking strategically about how best to meet community members' specific needs in a way that is timely and personalized. The Executive Director will model and support the team as they nurture relationships built on visibility and engagement in the life of the school, particularly in the deepening of partnerships with advisors, deans, coaches, and teaching faculty who, like the college counselors, play an instrumental role in students' four-year journey through Upper School.

Centering students while serving as the college counseling office's chief storyteller, both internally and externally: In all aspects of their work, the Executive Director will keep the focus on students—their needs, aspirations, and wellness. The Executive Director will also embrace the public-facing nature of the role, including serving as a key spokesperson for and within the school, working in support of the school's admission and enrollment programs, and educating the community, including the Board of Trustees, about the evolving nature of the college admission landscape and the school's college counseling program through various channels, including presentations, email communications, newsletters, and social media. Likewise, the Executive Director will establish themselves as a trusted voice within the regional and national college admission and college counseling community, seeking opportunities to share Episcopal Academy's story, approach, and successes and to serve as a thought leader in the field.



133

number of Seniors
(class of 2027)



20 *per graduating class*

college counselor caseload



Winter *of 10th grade*

college counselors assigned



43

recruited athletes
(class of 2026)



72%

students leaving the
state for college



71%

seniors applying ED
(class of 2026)

QUALIFICATIONS & PERSONAL ATTRIBUTES

The most competitive candidates will offer most or all of the following qualifications and qualities:



Professional Qualifications

- An exceptional background in independent school college counseling and / or selective college admissions, expert knowledge of the college admission landscape, and a robust professional network;
- Alignment with Episcopal Academy's mission to inspire students to "lead lives of purpose, faith, and integrity," its vision for a best-in-class college counseling program, and the ability to connect the work of the college counseling office to the school's broader mission and goals;
- The ability to articulate vision and strategy and the tactical skills required to deftly manage the systems and processes necessary to implement strategy; the analytical and data skills to assess and iterate programs and practices as needed;
- Strong leadership and project management skills and experience with an orientation toward empowering and supporting the continued growth of excellent, experienced professionals;
- Demonstrated skill in proactively building relationships across the school—with advisors, deans, coaches and faculty beyond the college counseling office—in support of cross-divisional and cross-departmental collaboration;
- The ability to build productive, dynamic working relationships with high school students in support of their self-understanding, growth, needs, and aspirations for college and beyond;
- A track record of thought leadership and engagement both within their school communities and the regional and national college admission and college counseling community;
- A demonstrated commitment to partnering with parents/caregivers in support of students' needs and aspirations; and
- The ability to co-create programs and model practices that center belonging and cultivate an office environment that invites all—students, families, and colleagues—to be their authentic selves and articulate their needs.



Leadership Style and Personal Qualities

- Self-awareness and a demonstrated commitment to personal and professional growth;
- Well-honed writing, listening, interpersonal, and presentation skills and the ability to harness those skills in the service of the full range of responsibilities associated with serving as the Executive Director of College Counseling;
- A commitment to visibility and the desire to proactively build relationships within a school community;
- A natural inclination to see possibility, leading with a spirit of optimism, curiosity, and "yes, and"; and
- The confidence and humility to advocate for and embrace new ideas, invite and engage in productive disagreement, and welcome feedback.

LEARN MORE

- [School Website](#)
- [College Counseling](#)
- [School History](#)
- [The Stripes: EA's Core Values](#)
- [Chapel and Service](#)
- [Strategic Plan](#)
- [College Profile](#)
- [About Newtown Square, Pennsylvania](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates are invited to submit the following materials as separate PDF documents:

- A cover letter tailored to express interest in this position
- A current and comprehensive résumé

Selected candidates may also be asked to provide:

- Writing samples specific to this search
- 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)

Materials should be sent to:

CHRIS BOYLE

Consultant

chris.boyle@carneysandoe.com

MARSHA LITTLE

Senior Consultant,

Vice President of Professional Learning and Strategy

marsha.little@carneysandoe.com



**Carney
Sandoe**
& ASSOCIATES