Executive Director of College Counseling, Guidance & Student Success
Chaminade High School
Mineola, New York
[i]July 2027

Founded in 1930, Chaminade High School is a Catholic, Marianist college preparatory school for young men in Mineola, New York, on Long Island. The school was founded in 1930 by the Society of Mary (the Marianists) and remains a sponsored work of that religious order. Chaminade enrolls approximately 1,700 students in grades 9-12, drawn from 100 communities across Long Island and New York City. The faculty and staff number approximately 200. Students pursue a rigorous college preparatory program alongside 60 extracurricular offerings in athletics, the arts, campus ministry, and service. Chaminade has been an AP Platinum School for four consecutive years.

Mission and Culture:
Chaminade's Catholic, Marianist identity is lived every day and leaders at the school are committed to Catholic education, leading by presence and relationships. Chaminade seeks leaders who are inspired to bring change to an established team while respecting its history.

The Characteristics of Marianist Education include:

- Educate for formation in faith
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice and peace
- Educate for adaptation and change

The Executive Director is expected to support the ethos of the school where the focus is on young men and their successful educational and character journeys. The Executive Director should understand, and enjoy, the developmental needs of adolescent boys and the families who support them. Family spirit is real. Relationships among students, faculty, staff, and families are close and long-standing, and many colleagues have served Chaminade for years.

This newly formed position is a builder's role. The Executive Director will enhance the schoolwide student support framework, develop the capabilities of a committed counseling team, and fully integrate a strong College Counseling program into the department. The ED is expected

to lead by presence and relationship – and be someone who would rather be in the hallways than behind a desk, who can bring meaningful change and shape a program with a long-tenured team in a way that honors the people who built what exists. Chaminade is looking for a counselor first and a systems builder second: someone whose care for students is evident and who can turn that care into structures a whole team can sustain and thrive using.

Location:



Mineola, New York, is a charming and vibrant village in the heart of Nassau County on Long Island. Known for its welcoming community, convenient location, and blend of suburban comfort and modern convenience, Mineola offers a wonderful place to live, work, and visit. With its beautiful residential neighborhoods, diverse dining options, local shops, parks, and easy access to New York City via the Long Island Railroad, the village combines small-town charm with big-city accessibility. Rich in community spirit and offering a little something for everyone, Mineola captures the best of Long Island living.

The Position:

This newly structured role will report to the Chief Academic Officer and will supervise the Associate Director, 6 counselors, 3 social workers, and 2 administrative staff, as well as the Manager of Student Access, and the Director of College Counseling. S/he will serve on the school's leadership team with the Principal, Assistant Principal, and the Office of the Dean of Students and the Office of Student Services, and will collaborate with department chairs, faculty, and the admissions and advancement offices.



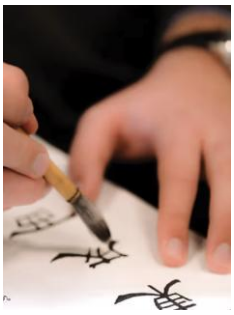
This Executive Director role will provide strategic, hands-on leadership for the department and lead its ongoing transformation in service of Chaminade's Catholic, Marianist mission, making a large school feel small so that every student is known, concerns are identified early, and support is followed through - keeping student support at the center of the work and translate priorities into a focused set of concrete, measurable deliverables.

The Executive Director is expected to be a visible, daily presence, strengthening the team's ability to recognize and respond to students who need support, and will ensure the team has consistent follow-through with students and families, all the while enhancing the college counseling program.

Core Responsibilities and Expectations:

● Manage department priorities, performance standards, with clear measures of success, and lead an ASCA-aligned MTSS framework.

● Establish an ASCA-aligned (American School Counselor Association), three-tier Multi-Tiered System of Supports (MTSS) framework and chair the Student Support Team, building a centralized system for tracking students across all four years.



● Build the team's skill in supporting students who struggle academically, socially, or emotionally, including students with learning differences, and model an empathetic, student-centered standard of care in interactions with students and families.

● Set case management standards for which students are tracked, how follow-up is documented, and how cases are reviewed in team meetings and individual supervision.

● Monitor attrition and transfer data, partnering with the Principal's exit interview process, to build proactive support for students most at risk of leaving.

● Supervise, evaluate, and guide the counseling team and in partnership with the Associate Director, and create a performance evaluation framework that addresses visibility, proactivity, follow-through, and reflective practice. Lead professional development for the team and contribute to faculty professional development.

● Develop a shared knowledge base and onboarding program so every counselor can accurately explain academic policies, grading, course selection, scheduling constraints, and Advanced Placement eligibility to students and families, with training sequenced to the school calendar.

● Serve as a visible, daily presence in the department and across the building, reinforcing a culture of professionalism, initiative, and continuous improvement.

● Collaborate and communicate with faculty by maintaining an effective teacher referral process, consistent with the Assistant Principal’s office.

● Evaluate the department's staffing and caseload model, defining clear roles, direction, and team integration for administrative staff, monitor workload and team performance.



● Bring transparency to AP placement criteria, including a formal mechanism for teacher input. Liaise with the Assistant Principal's office and other departments on matters of student attendance and academic standing.

● Manage how the office communicates with families, including orientation and parent programming, offering clear explanations of the counseling model and caseloads, and resources that help families and school staff.

● Evaluate and streamline the department's technology, including PowerSchool, Naviance, Canvas, and shared calendars, to reduce overlap; standardize use, training, and expectations across the team; secure counselor-specific training; use placement and student data, including AI-assisted analysis, to inform department decisions.

● Oversee testing coordination, consolidating SAT, ACT, and AP exam coordination under a single accountable owner with clearly defined roles, and lead the redesign of Flyer Enrichment and group counseling at the framework level, including grade-appropriate engagement, consistent use of formative checks, and practical skills such as course selection, presentation and interview skills, and appropriate use of AI.

● Adhere to the AFA support model, including financial aid navigation, bilingual family communication and proactive communication.



● Lead a proactive, individualized college process that begins in grade 9 and helps each student build self-knowledge, academic interests to result in a focused college list.

● Establish formal College Counseling metrics and report them in the context of Chaminade's size and the selective admissions landscape. Represent the school with NACAC and NYSACAC, launch the student portfolio program, and equip counselors with the tools and placement data they need to advise students well.

● Ensure the practice of documentation for College Counseling knowledge, processes, and college relationships in a transferable playbook that explains shared systems, communication, and standards.

● Partner with the advancement office on stewardship of the James Conway '72 Fund for Student Success and the case for expanded student support, and report program outcomes to school leadership and donors.

● Carry a light, deliberate caseload, focused on the most complex student support cases, which does not crowd out the leadership mandate.

Required Qualifications:

- Seven or more years of progressive school counseling experience, including supervisory or department leadership experience
- A record of systems and program building; demonstrated expertise in student support, including MTSS, academic and social-emotional intervention, crisis response, and supporting students with learning differences and accommodations
- A record of developing counselors through coaching and evaluation; selective-admissions knowledge and NACAC or state affiliate engagement;
- A Master's degree in school counseling or a related field; New York State School Counselor certification or eligibility to obtain it; and a commitment to Chaminade's Catholic, Marianist mission.

Candidates should exhibit evident empathy for students and families, sound judgment with students, particularly those requiring additional support and possess the ability to lead change effectively within an established team.

Preferred: Experience in a Catholic or independent school; experience with Naviance, Scoir, or similar platforms and PowerSchool; skill with data analysis; NYS School Building Leader and School District Leader certifications; and Spanish language ability.

<u>To Apply</u>

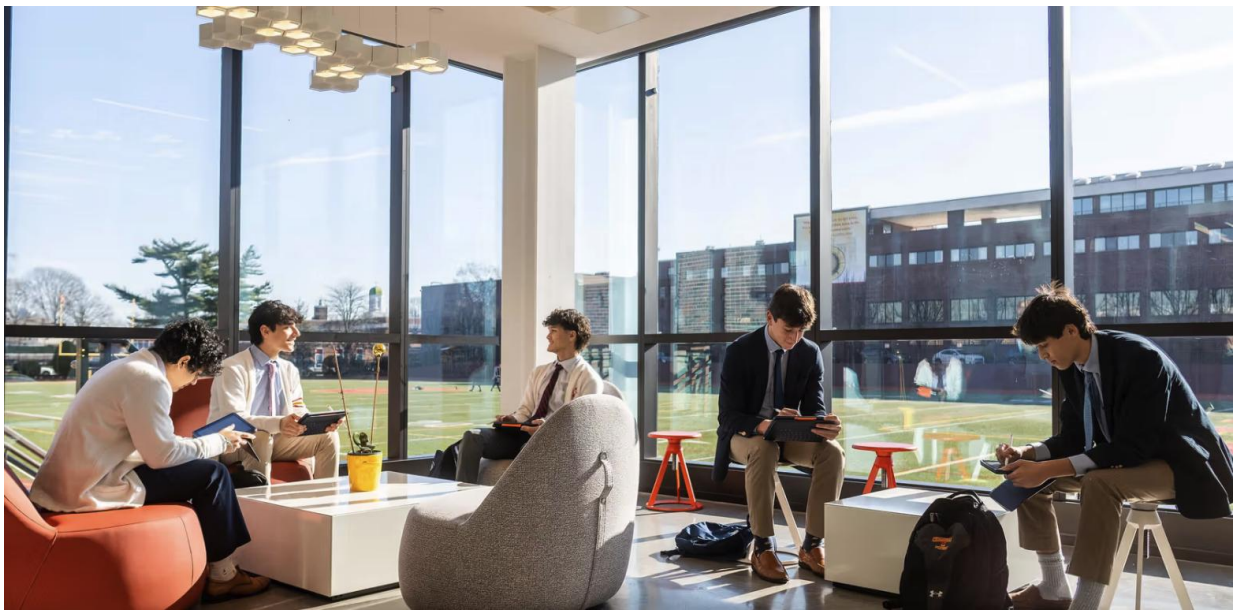
Interested and qualified candidates will ultimately submit the following materials, as *separate PDF documents* Ben Bolte (bbolte@carneysandoe.com) Do not contact the school directly:

- A cover letter expressing interest in this particular position;
- A current and thorough resume with all dates included (no more than 4 pages);
- 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).*

Carney Sandoe & ASSOCIATES

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Published salary range for this position is currently $155-175K. This is a 12- month position with vacation and holidays. Chaminade offers a comprehensive benefits package, including employer-subsidized medical and dental coverage with plan options, employer-paid life insurance, and short- and long-term disability coverage at no cost to employees. Employees can also use a flexible spending account, a health savings account paired with the high-deductible plan, a 403(b) retirement plan, and an Employee Assistance Program. Time off includes paid vacation, sick, and personal days, school holidays, and time off during school recess periods.







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College Matriculations, Class of 2026

Adelphi University (6)
Auburn University (2)
Baruch University (2)
Bentley University (2)
Binghamton University (7)
Boston College (11)
Boston University (12)
Brown University (3)
Bryant University (1)
Bucknell University (2)
Carnegie Mellon University (1)
Central Florida University (1)
Cheshire Academy (PG) (1)
Clemson University (9)
Colgate University (1)
College of Charleston (2)
College of the Holy Cross (3)
Cornell University (2)
CUNEF Universidad (Madrid) (1)
Cushing Academy (PG) (1)
Dartmouth College (1)
Duke University (1)
Durham University (England) (1)
Elon University (1)
Embry-Riddle Aeronautical University (2)
Emory University (1)
Endicott College (1)
Escuela Superior de Economía y Negocios (1)))
Fairfield University (16)
Farmingdale State College (2)
Florida Atlantic University (3)
Florida Institute of Technology (1)
Florida International University (1)
Florida Polytechnic University (1)
Florida State University (2)
Fordham University (1)
Franklin and Marshall College (1)
Georgetown University (2)
Georgia Institute of Technology (1)
Gettysburg College (2)
Gordon College (1)
Harvard University (1)
High Point University (4)
Hobart and William Smith Colleges (2)
Hofstra University (4)
Indiana University Bloomington (10)
Iona University (3)
James Madison University (1)
John Jay College of Criminal Justice-CUNY (1)
Lafayette College (1)
Le Moyne College (2)
Lehigh University (2)
Long Island University – Post (1)
Loyola University Maryland (7)
Lynn University (1)
Macaulay Honors @ Brooklyn College (1)
Manhattan University (2)
Marquette University (1)
Massachusetts Institute of Technology (1)
Molloy University (3)
Nassau Community College (2)
New York Institute of Technology (1)
New York University (1)
North Carolina State University (2)
Northwestern University (3)
Pennsylvania State University (10)
Princeton University (3)
Providence College (8)
Purdue University (7)
Queens College (1)
Quinnipiac University (2)
Rensselaer Polytechnic Institute (1)
Rice University (1)
Rochester Institute of Technology (1)
Rollins College (1)
Rutgers University (1)
Sacred Heart University (6)
Saint Joseph's University (1)
Santa Clara University (1)
Seton Hall University (2)
St. John Fisher University (1)
St. John's University (10)
Stony Brook University (4)
SUNY Cortland (2)
SUNY Geneseo (2)
SUNY Maritime College (3)
SUNY Old Westbury (3)
SUNY Oswego (3)
Texas Christian University (2)
The Catholic University of America (7)
The Citadel, The Military College of South Carolina (1)
The College of William & Mary (1)
The Ohio State University (1)
Towson University (1)
Trinity College (2)
Tufts University (3)
Union College (1)
University at Buffalo – SUNY (3)
University of Alabama (5)
University of Arizona (1)
University of Colorado Boulder (1)
University of Connecticut (1)
The University of Dayton (1)
University of Delaware (2)
University of Florida (12)
University of Georgia (4)
University of Kentucky (1)
University of Maryland (2)
University of Massachusetts (1)
University of Miami (4)
University of Michigan (1)
University of Mississippi (1)
University of North Carolina – Wilmington (1)
University of Notre Dame (7)
University of Pittsburgh (2)
University of Richmond (2)
University of Rhode Island (1)
University of San Diego (1)
University of Scranton (4)
University of South Carolina (20)
University of Tennessee (4)
University of Virginia (2)
University of Wisconsin -Madison (2)
US Air Force Academy (2)
US Coast Guard Academy (2)
US Merchant Marine Academy (8)
US Military Academy – West Point (2)
US Naval Academy – Annapolis (1)
Vanderbilt University (1)
Villanova University (6)
Virginia Tech (3)
Wake Forest University (4)
Washington and Lee University (1)
Wesleyan University (1)

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