

ASSOCIATE DIRECTOR OF COLLEGE COUNSELING SEARCH

THE DALTON SCHOOL

New York, New York

dalton.org

Start Date: Spring/Summer 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

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



Established
1919



High School Enrollment
456



Total enrollment
1,300



Faculty of color
21%



High School faculty
38



Faculty with advanced degrees
84%



Student-teacher ratio
12:1



Students of color
49%



Students receiving aid
23%



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 the spring or summer of 2025. The successful candidate will have college counseling experience 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 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 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 advisees.

Collaborate with a dynamic and experienced team. The new Associate Director will join a team that includes the Director of College Counseling, three Associate Directors of College Counseling (two full-time, one part-time), and the College Office Coordinator. The new Associate will partner with office colleagues 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 and a generosity of spirit.

Engage in professional development. To best serve their students, the Associate Director will seek to continually learn about the changing landscape of higher education and keep on top of admission trends. They will attend to their professional development by attending conferences and college-sponsored events and visits, developing and tapping into a strong professional network, and reading relevant articles. They'll share their learnings with the college counseling team and seek to learn from their colleagues as well.

Connect with the school community. Colleagues hope that the new Associate Director welcomes the opportunity to connect with the greater school community. 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, and admission interviewers.



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, educating, and managing the expectations of a discerning, diverse, and aspirational family community.
- Commitment to building strong, individualized relationships with students and their families in a high expectation environment and an orientation to eagerly welcome conversations and encourage interaction among students, parents and the college counseling office.
- An in-depth knowledge of colleges and universities as well as a contextual grasp of the current college admissions and financial aid 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.
- A strong commitment to Dalton's DEI mission and values.
- Strong public speaking skills and the desire to participate in events for students, parents/guardians, and colleagues.
- Strong analytical writing skills and the ability to craft individualized letters of recommendation for each student on the counselor's caseload, filled with relevant information.
- 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 our profession, including NACAC, College Board, and ACCIS, as well as interest in attending college tours and networking with colleagues in college counseling and college admissions.
- A team-oriented approach to all aspects of the college counseling process and a collaborative spirit of engagement in all professional endeavors.

Learn More

Click on the links below to learn more about The Dalton School.

[School Website](#)

[College Counseling at Dalton](#)

[The Dalton Plan](#)

[School Profile](#)

[Strategic Plan](#)

[About New York, New York](#)

[Diversity, Equity, and Inclusion](#)



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 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

The full-time equivalent salary range for this position is \$160,000-170,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.