

DEAN OF COLLEGE COUNSELING SEARCH

FRANCIS PARKER SCHOOL

San Diego, California
francisparker.org

Start Date: July 2025



FRANCIS
PARKER
SCHOOL



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

The Francis Parker School mission is to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world.

At a Glance



Established
1912



Upper School
enrollment
561



Financial aid awarded
\$7.56M



Zip codes represented
88



Students of color
46%



Total faculty
127



Faculty with advanced degrees
65%



Student-faculty ratio
9:1

Enrollment: 1,330

Faculty of color: 28%

Students receiving aid: 24%

Endowment: \$52M

Annual operating budget: \$63M

Honors and AP courses offered: 25

Student clubs and organizations: 60+

CIF Varsity teams: 25

Campus size: 27 acres (Linda Vista:
22 acres; Mission Hills: 5 acres)



Overview

Francis Parker School in San Diego, one of the leading JK-12 schools in Southern California, is seeking a Dean of College Counseling to join and lead a skilled and experienced team of college counseling professionals and guide the ongoing development of a program to best meet the needs of students, given the evolving college admission landscape, and remain aligned as the school advances its program and grows in size.

With a mission to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world, Francis Parker School has been cultivating active learners since 1912. Located on two campuses, the School gets its name from one of the country's first progressive educators, Colonel Francis Parker, whose approach to education, as exemplified by his school in Chicago, appealed to the School's founders, Clara Sturges Johnson and William Templeton Johnson.

Character education remains a hallmark of a Parker education, and the School's vibrant integration of academics, the arts, and athletics, is led by an experienced professional community with an unwavering attention to student learning and superior pedagogical practice. The work culture is positive, rigorous, collegial, and collaborative. Students appreciate that they have many ways to engage and take ownership of their learning throughout their time at Parker. Parents and guardians are grateful for the quality of the academic program and the School's value system.

The design of the well-appointed and well-resourced campuses still follows the principles of the founders, creating a harmonious relationship between the School's 1,330 students and their environment. The modern Middle and Upper School campus, in a diverse neighborhood near the University of San Diego, has a distinctly Southern California feel. All the classrooms open to the outdoors and take advantage of San Diego's consistently mild climate. The recent release of the [Strategic Direction document](#) and the [Parker Forward](#) construction of an outdoor aquatics center and second competitive gym has added further excitement and market competitiveness to the School's future.



Reporting to the Upper School Head and with consistent and clear communication lines to Parker's Head of School, the Dean will also be part of the Upper School Student Support Team and work with department chairs on the academic program. Additionally, the Dean will lead all aspects of the office's evolving program, including growing its work with students during their 10th-grade year, providing increased touch points for parents and guardians, and strengthening the partnership with other offices and programs on campus, particularly the school's marketing and communications team and the athletics program. Finally, they will have the opportunity to collaborate with, empower, and grow an exemplary existing team of four college counseling professionals and serve as the college counselor to a small caseload of students.

Essential Duties and Responsibilities

The Dean of College Counseling will serve as the strategic and operational leader of the department which consists of four full-time college counselors, a part-time Office Assistant, and the Dean of College Counseling. The Dean will report directly to the Head of the Upper School and will serve on the Upper School Student Support Team.

Strategic Leadership

- Develop, implement, and evaluate College Counseling policies, strategies, practices, and resources while prioritizing personalized attention to every student and their parent(s)/guardian(s) on all matters related to the multi-year college admissions process.
- Oversee the College Counseling Office, including the supervision, evaluation, and professional development of the four full-time college counselors, a part-time Office Assistant.
- Formalize the daily, weekly, monthly, and annual college counseling calendar ensuring that ample time and attention is afforded all students and their parent(s)/guardian(s) for the sophomore through senior year, both individually and as a class.
- Develop, enhance, and oversee exceptional programming that fully and appropriately informs all students and their parent(s)/guardian(s) on all aspects of the college search and selection process. Sample programs include: college fairs, grade specific sessions, application workshops, financial aid nights, athletics and arts information sessions and case studies.
- Standardize expectations of college recommendations, scholarship nominations for students, teacher recommendations, and all essential college admission procedures and protocols.



- Establish a strategic college visit schedule and college-representative visit schedule, cultivating relationships with key college admission representatives while promoting the value and successes of the Parker-educated student.
- Collect and analyze historic and current data related to standardized testing, GPA, college applications, acceptances, and matriculation, college graduation rates, areas of study, and post-graduation decisions (e.g., graduate school, career choices, etc.) to identify any strengths, weakness, opportunities, threats, and/or other relevant trends and/or data points of interest.
- Report regularly to school leadership and, as requested by the Head of School, to the Board of Trustees on any relevant findings based on data findings and research.
- Working with the Director of Communications and Marketing, the Director of Enrollment, and the Head of the Upper School, create, update, and maintain marketing materials - for both the internal and external communities - that highlight the successes of our students and reflect the school positively for students and their families.
- Perform all the above duties with a spirit and demeanor that results in students and families feeling supported and informed throughout the three-year college admissions process, ensuring that every student and their family receives exceptional individualized college counseling services underpinned with a spirit of service, relentless support, and positivity.
- Work directly with a group of students and their families to provide individualized college counseling.

In addition to the duties listed above, Francis Parker School expects the following of each employee: adheres to Francis Parker School's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Parker events as needed or required; and completes other duties as assigned.

Opportunities and Challenges

Create and implement a vision for the College Counseling Office. As the leader for the College Counseling Office, the Dean will, in collaboration with others and with keen awareness of the college admission landscape, articulate a schoolwide vision for a successful student-centered college counseling program. Using that framework, the Dean will lead the establishment of a multi-year educational program to prepare Parker students and families to navigate the college search and application processes informed and prepared for the rigors and uncertainty of the process feeling confident and supported.



Manage an exemplary team of highly experienced and professional college counselors. The Dean of College Counseling will oversee a staff of four Directors, each of whom is an exceptional professional with deep experience in college admissions and counseling. By setting a tone of collaboration, shared-purpose and support, the Dean will nurture the continued growth and development of the Directors, as well as their engagement with college admissions leaders and professional associations as an enhancement to their counsel of Parker families. The Dean will nurture a growth mindset with regular feedback and positive reinforcement to individuals and the team as a whole and be a champion for the college counseling team within the Parker community, highlighting their qualifications, care for, and support of students in the process.

Standardize and systemize the college counseling program. The Dean will work with the college counseling teams to define the gold standard of Parker college counseling and work to insure the implementation, success, and profile of the Parker college counseling brand. By strengthening the team approach to program development and implementation, the team will establish a plan for the overall scope and sequence for the education, counseling, and support of students and families in the college search and application processes and ensure that the delivery of college counseling is consistent across college counselors and counseling groups.

Collect, analyze, and leverage data to inform college counseling. In collaboration with the college counseling team, the Dean will identify, track, assess, and report on key metrics to support the success of Parker students in the college process. By identifying and utilizing the most effective college admissions data tracking tools available, the Dean will lead a data-informed college counseling program that includes educating Parker students and families on the current college admissions landscape and how to approach a balanced and strategic college search.

Serve as the chief spokesperson and storyteller for the College Counseling Office. By being a highly visible and approachable resource to students and families throughout their years at Parker, the Dean, with thoughtful discernment and in alignment with the school's mission, will share information and inspire confidence about the program and the successes of Parker students. In collaboration with the college counseling team, admissions, marketing and communications, and senior leadership, the Dean will lead efforts to promote the success of Parker graduates as they continue their educational journeys.



Qualifications and Personal Attributes

- Minimum of four years of leadership in college counseling and/or college admission/enrollment, with proven experience in formally supervising employees and supporting the growth and professional development of colleagues.
- Proven ability to lead strategically, think globally, communicate effectively, and inspire excellence.
- Expertise in translating research on college admissions into actionable and sustainable practices within schools.
- Exceptional communication and interpersonal skills to navigate complex conversations and build trust with diverse stakeholders, particularly students and their parent(s)/guardian(s).
- Well-developed written and verbal communication skills.
- Ability to meet the time commitments related to the demands of the job that occur outside the regular school hours.
- A demonstrated focus on keeping attuned to the field through various professional development opportunities and cultivating a well-developed, professional network in the college counseling and college admissions field
- Deep appreciation and affection for the joys of working with high school students, an orientation toward building relationships with students characterized by professionalism, warmth and humor, and a desire to see students in action by engaging in the life of the school.
- A sense of gravitas coupled with experience that will inspire confidence and gain the trust of a discerning community.
- Personal and professional commitment to community and belonging work and a commitment to examining the college counseling office's systems, programs, and processes through an equity lens.
- The ability to articulate vision and strategy and the tactical skills necessary to deftly manage the systems and processes required to implement strategy.
- Strong interpersonal skills and a workstyle built on approachability, responsiveness, collaboration, and transparent and clear communication.
- Excellent communication skills, engaging and confident public speaking, close listening, and clear and dynamic writing abilities.
- The confidence and humility to advocate for and embrace new ideas, invite disagreement, and welcome feedback.
- A joyful spirit, optimistic outlook, and sense of humor.
- A Bachelor's degree required; Master's degree preferred.

Learn More

Click on the links below to learn more about Francis Parker School.

[School Website](#)

[Virtual Campus Tour](#)

[School History](#)

[College Counseling Program](#)

[Strategic Plan](#)

[School Profile](#)

[Diversity, Equity, and Inclusion](#)

[Upper School Curriculum Guide](#)



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:

Jennifer Wong Christensen

Senior Consultant
jennifer.christensen@carneysandoe.com

Amy Rogers

Consultant
amy.rogers@carneysandoe.com

Chris Boyle

Consultant
chris.boyle@carneysandoe.com

The full-time equivalent salary range for this position is \$175,000-190,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.