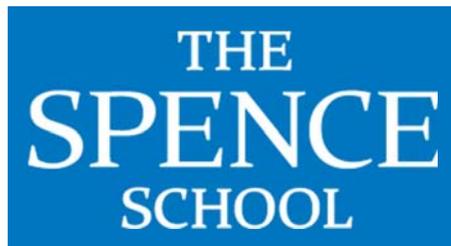




**An Exciting Educational Leadership Opportunity  
for July 2019:**

## **Co-Director of College Counseling**



**New York, NY**

[www.spenceschool.org](http://www.spenceschool.org)



**APPLICATIONS REQUESTED ASAP AND  
NO LATER THAN FEBRUARY 21, 2019**

*Founded by Clara B. Spence in 1892, The Spence School is an independent, college-preparatory day school serving 751 girls in Kindergarten through Grade 12. Ranking among the nation's pre-eminent schools for girls, Spence is committed to high academic standards, integrity, a diverse student body, and a purpose larger than oneself.*

Spence's vibrant canvas of teaching and learning is inspired by the words of Clara Spence, who described learning as an "intellectual and moral adventure." The talented faculty embraces the challenge of preparing Spence's able students to thrive as engaged citizens with purpose, passion, and perspective. The school's accomplished graduates are welcomed each year to a broad range of the nation's most selective colleges and universities.

Reporting to the Head of School, the Co-Director of College Counseling shares the responsibility of planning and delivering a comprehensive, individualized college counseling program for Spence's 250-student Upper School.



## MISSION AND PHILOSOPHY

***Non scholae sed vitae discimus (Not for school but for life we learn.)***

### MISSION

*With a commitment to academic excellence and personal integrity, The Spence School prepares a diverse community of girls and young women for the lifelong transformation of self and the world with purpose, passion, and perspective.*

### PHILOSOPHY

*Offering a rigorous, liberal arts study, The Spence School develops high standards and character while creating an environment that fosters self-confidence and the joy of learning. Charging our students to meet the demands of academic excellence and responsible citizenship in a changing world, we teach that diverse points of view fuel inquiry, engagement, and deeper understandings of complex truths. We believe in the strength, intellect, and vitality of women.*

## THE SCHOOL AT A GLANCE

### AFFILIATIONS

**ACCREDITATION:** New York State Association of Independent Schools

**MEMBER:** National Association of Independent Schools, National Coalition of Girls' Schools, New York Interschool

### ENROLLMENT AND FINANCIAL AID

<b>2018–19 ENROLLMENT:</b>	751
<b>LOWER SCHOOL (K–4):</b>	272
<b>MIDDLE SCHOOL (5–8):</b>	229
<b>UPPER SCHOOL (9–12):</b>	250
<b>STUDENTS OF COLOR:</b>	44%
<b>2018-19 TUITION:</b>	\$52,050
<b>FINANCIAL AID:</b>	\$5.3 million aiding 18.5% of students

### FACULTY AND STAFF

<b>TOTAL NUMBER OF EMPLOYEES:</b>	240
<b>FULL-TIME FACULTY:</b>	127
<b>FACULTY WITH ADVANCED DEGREE:</b>	82%
<b>AVERAGE FACULTY TENURE AT SPENCE:</b>	9.5 years
<b>MEDIAN YEARS OF TEACHING EXPERIENCE:</b>	15
<b>FACULTY/STAFF OF COLOR:</b>	36%
<b>MALE/FEMALE RATIO:</b>	20/80

### LOCATION AND CAMPUSES

<b>LOCATION:</b>	Manhattan's Upper East Side
<b>LOWER SCHOOL:</b>	56 East 93rd Street
<b>MIDDLE/UPPER SCHOOL:</b>	22 East 91 <sup>st</sup> Street

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## ABOUT THE SPENCE SCHOOL

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With a 126-year record of excellence in the education of girls and women, The Spence School has always championed the spirit of learning in a community of openness, virtue, warmth, and joy that is built upon the foundations of intellectual inquiry and engagement. The talented faculty oversees a challenging curriculum that promotes students' growth as scholars and human beings. The all-girls' environment places importance on self-agency, couples high expectations with open possibilities of academic leadership, and embodies what it means to share sisterhood and womanhood in defining one's own education.

As it looks to the future, Spence aspires to continue harnessing the power inherent in all-girls education while exploring new opportunities to promote creativity and innovation. Adopted in 2015, the school's Long Range Plan sets a strong foundation for designing pedagogy and programs.



Among Spence's exciting plans for the future is the construction of a new athletic and educational facility — Spence 412 — at 412 East 90th Street. Now under construction and slated to open in 2020, the facility will include a multipurpose room for the performing arts; an ecology center and outdoor education space; a regulation-size gymnasium for volleyball and basketball; and nine squash courts, including an exhibition court.

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Read the Long Range Plan here: [\*Teaching and Learning at Spence 2025: An Intellectual & Moral Adventure\*](#).

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The Spence School's large and considered educational vista of opportunities for students features rigorous and imaginative academics in all three divisions; a full array of arts offerings; a comprehensive physical education and interscholastic athletics program; and more than 40 student clubs, activities, and organizations. The K-12 Outreach and Public Service Program is grounded in the development of strong partnerships with dynamic nonprofit organizations.

### THE UPPER SCHOOL CURRICULUM

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A Spence education is an intellectual journey that is engaging, powerful, and purposeful. Spence subscribes to the idea that its educational environment is the most powerful way for girls to gain and maximize the scholastic voice and leadership skills they will need once they graduate. Through the advisory and grade-level dean systems as well as a median class size of 14, girls learn to form authentic relationships with adults. The curriculum is designed to include a variety of voices that open up the classroom to a larger world so that a girl can find herself, her race, her ethnicity, and her culture reflected in what she studies.

Graduation requirements include four years of English and World Literature; three years of History, Mathematics, and Science; three consecutive years of Chinese, French, Latin, or Spanish; three semesters of Visual Arts; two semesters of Performing Arts; one course in Computer Science; and one semester of Health Education. Students are required to participate in a Physical Education and Athletics class every semester, with participation in Dance or interscholastic team sports also fulfilling the requirement. Upper School students take five or six full-credit homework-bearing courses per semester, plus physical education. AP courses were eliminated at Spence in the 1980s. The creative and challenging array of junior and senior electives in core subject areas are all taught at a rigorous college level.

Through student organizations, clubs and opportunities for service learning — all integral pieces of a Spence education — as well as athletics and the arts, students are encouraged to explore and take on roles of leadership.

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For a more detailed look at the curriculum, visit [www.spenceschool.org](http://www.spenceschool.org).

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## STUDENTS

A highly selective school admitting one in 10 applicants, Spence enrolls girls from all boroughs of New York City as well as from parts of Westchester County, Connecticut, and New Jersey. The school actively seeks students who reflect the racial, cultural, religious, and socioeconomic diversity of the wider world.

Given its small and talented student body, Spence does not rank or give academic awards. The maximum GPA is 4.0, unweighted and calculated separately for each year. The Class of 2018 earned a mean Composite ACT score of 33 and a mean Total SAT score of 1470.



Spence's highly accomplished and well-prepared graduates are welcomed each year to the nation's finest colleges and universities. The 297 graduates from the Classes of 2014–2018 matriculated at a total of 86 institutions. Three or more graduates enrolled at each of the following:

Amherst College (5)  
Bard College (3)  
Boston University (3)  
Bowdoin College (4)  
Brown University (11)  
Carleton College (3)  
Colby College (3)  
Columbia University (14)  
Cornell University (17)  
Dartmouth College (9)  
Duke University (9)  
Emory University (6)

Franklin & Marshall College (3)  
Georgetown University (9)  
Hamilton College (7)  
Harvard University (8)  
Haverford College (3)  
New York University (4)  
Northwestern University (6)  
Oberlin College (3)  
Pomona College (3)  
Princeton University (8)  
Stanford University (6)  
Tulane University (3)

University of Chicago (14)  
University of Michigan (8)  
University of Pennsylvania (17)  
University of Southern California (4)  
University of St. Andrews (Scotland) (5)  
University of Wisconsin—Madison (3)  
Vanderbilt University (3)  
Washington University in St. Louis (8)  
Wesleyan University (6)  
Williams College (4)  
Yale University (10)

## COLLEGE COUNSELING AT THE SPENCE SCHOOL

Spence offers a comprehensive individualized college counseling program that begins with test planning in the sophomore year, moves on to the college search in the junior year, and culminates in college applications senior year. Numerous individual and family meetings and several group programs are scheduled, including a college fair and information sessions offered jointly with other Interschool members. More than 80 college admissions representatives visit Spence each year.

Sophomores are introduced to the SAT and ACT so that each student can choose by the end of the year which test will be best suited to her. She will also learn about subject tests and AP exams, and identify which ones will be best for her to take and when. Full diagnostic SAT and ACT tests are offered in April through a partnership with the test prep company Academic Approach, followed by individual meetings with students to discuss the results.

College planning begins in earnest in the junior year. Beginning in January, the Co-Directors teach a weekly seminar on the college process, guiding students as they begin to identify their interests and search for colleges that are a good fit. They also draft an essay, attend a college fair, discuss interviews, and learn about scholarships. Each junior also meets individually with her college counselor at least three times as well as at least one meeting together with her parent(s) to build a list in preparation for college visits, discuss her personal testing plan, and identify potential teachers to write recommendations. A College Admissions Case Studies Program in April brings eight senior college admissions officers to Spence.

A weekly Senior College Seminar meets during the fall term to walk seniors through the college-application process. In addition, seniors have unlimited individual meetings with the college counselors, as well as at least one meeting together with their parent(s) early in the fall. Every student is encouraged to submit some kind of early admission application.

## THE POSITION: CO-DIRECTOR OF COLLEGE COUNSELING

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Spence seeks an experienced educator for the full-time position of Co-Director of College Counseling to commence July 1, 2019. The office consists of two Directors of College Counseling who co-counsel an entire class of approximately 65 students through every aspect of the college search and application process. While individual student meetings are consistently held with the same counselor, family meetings are held with both counselors. Both Co-Directors serve on the Administrative Team and report to the Head of School.

### OPPORTUNITIES AND CHALLENGES

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College counseling at Spence is a highly collaborative endeavor, with the Co-Directors working together seamlessly to meet the multifaceted needs of students and their families. The position is ideal for a seasoned counseling professional who enjoys bouncing ideas off of a colleague – an excellent communicator who is flexible, well organized, and confident.

Having worked in college counseling at Spence since 2002, Director Dana Boocock Crowell brings a wealth of knowledge and independent school experience to the team. Her outgoing Co-Director, a former admissions officer at Penn, contributed a highly valuable perspective from the college admissions side – a background that would be especially welcome in the next Director as well.

With high expectations the norm among all Spence constituencies – including students, families, faculty, and trustees – this is an exhilarating and demanding position that requires both diplomacy and the ability to set appropriate boundaries.

### SPECIFIC RESPONSIBILITIES OF THE POSITION

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Responsibilities include but are not limited to:

- Guiding students and parents through the college application process in both individual and family meetings.
- Presenting to parents and students on a variety of college admission topics.
- Writing recommendations for approximately half of the senior class.
- Providing support to students in writing college essays and completing applications.
- Developing and maintaining strong ties with college admissions officers.
- Pursuing professional development by attending conferences, visiting colleges, and participating in local and national organizations.
- Participating in the life of the school, including overnight school trips, after-school meetings, and evening programs.
- Co-teaching college counseling classes for juniors and seniors.
- Guiding sophomores in selecting college tests and preparing for them.



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## WHO SHOULD APPLY?

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The Spence School offers a dynamic and supportive work environment, competitive salaries, multiple opportunities for professional growth, and a generous benefits package. Spence is committed to an equitable and inclusive program and a diverse faculty, staff, and student body. Candidates from diverse backgrounds are therefore especially encouraged to apply. The Spence School is an Equal Opportunity Employer.



Strong candidates will have substantial experience in a highly selective college admissions environment and/or college counseling office in an independent school.

In addition, they will:

- Find joy in working with adolescents and in school life.
- Show a commitment to engaging with and learning from people with diverse backgrounds and experiences.
- Value being a team player in a collaborative office environment.
- Work with discretion and the highest ethical standards in dealing with students and colleges.
- Respond with energy and empathy to the needs of students and families.
- Demonstrate excellent organizational, analytical-writing, and public speaking skills.
- Participate on leadership teams through the lens of the whole school.
- Engage with a healthy sense of humor, warmth, patience, confidence, and professionalism.

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## APPLICATION REQUIREMENTS AND SEARCH PROCESS

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Acting on behalf of The Spence School, Wickenden Associates is actively recruiting exceptional candidates for this appealing leadership opportunity. The lead consultant is Laura Hansen ([lhansen@wickenden.com](mailto:lhansen@wickenden.com)), assisted by Nancy Kanach. Both may be contacted at (609) 683-1355.

Candidates should submit **ASAP and no later than Thursday, February 21, 2019**, an application package including the following:

- *A cover letter indicating why they are particularly interested in and qualified for the position.*
- *A current résumé.*
- *The names, addresses, and telephone numbers of three references. (We will obtain permission from candidates before contacting references.)*
- *Writing samples.*

These materials should be transmitted via email attachment to [searches@wickenden.com](mailto:searches@wickenden.com).

After an initial review of applicants, the Hiring Team will interview selected candidates March 4–5. Shortly thereafter, finalists will be invited to Spence for a more comprehensive interview process. An appointment is anticipated by mid-March. Wickenden Associates will keep all applicants informed of their status throughout the process.