



**Brentwood School**  
Los Angeles, CA  
**Director of College Counseling**  
**July 2018**

Brentwood School in Los Angeles, California, is an independent, coeducational, college-preparatory day school in the Brentwood neighborhood of west Los Angeles. The school, a community of 995 kindergarten through twelfth-grade students and 140 faculty, is situated on two campuses: the West Campus (grades K-6) sits four blocks from the original East Campus (grades 7-12). In its relatively short history of 38 years, Brentwood has grown to be one of the premier independent day schools in California. The school enjoys an exceptionally strong national reputation for a rigorous academic program, combined with a commitment to nurture and support its students both personally and academically. The learning atmosphere is charged by intellectual discovery and marked by a pride in the school that is shared by students, faculty, and parents alike. Brentwood abides by the core values of trust, respect, responsibility, honesty, caring, community, and diversity.

Visitors to Brentwood's two campuses are immediately struck by their beauty and warmth. The setting is a well-integrated blend of old and new buildings, red-tiled roofs, intimate courtyards, ivy-covered walls, and green fields. Situated at the base of the Santa Monica Mountains at the western edge of Los Angeles, the community of Brentwood is gracious and welcoming, with comfortable homes on leafy, well-maintained streets. Nearby neighborhoods and cities include Pacific Palisades, Santa Monica, Westwood, and Bel Air. The UCLA campus is directly east of the school about one mile. The Brentwood area is also home to the Getty Center, one of the world's most comprehensive arts, conservation, and education institutions.



Brentwood's two-acre West Campus facilities include a three-story main classroom building with 15 classrooms, a library, and computer lab. Science, art and music are taught in individual facilities. There is a separate and secured Kindergarten area with a grass area and developmentally appropriate play equipment. Sports facilities include a large athletics field and an outdoor multi-purpose sports court. In addition, the 14,000-square-foot Arts and Athletics Building was completed in 1999.



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Brentwood’s East Campus (Middle and Upper Schools) is situated on 28 acres with Mission-style historic buildings and sustainable landscaping. The two-story Middle School building, including classrooms and the gymnasium, is on the lower section of the hillside campus. The Upper School facilities, including classrooms, laboratory space, a cafeteria, a bookstore, faculty and administrative offices and courtyards, are on the hillside with sweeping views across Los Angeles to the ocean.

Going forward the school has created a 30-year Educational Master Plan that calls for moving the 6<sup>th</sup> grade into the Middle School beginning in the 2019-20 school year. This plan includes a new 73,000 square foot Middle School building followed by a new classroom building on the West Campus. After completion of the new Middle School in 2019 enrollment will increase by approximately 250 students. Programmatically, with this expansion, the school will open the Beldegrun Center for Innovative Leadership in 2018. This is an exciting and transformational time in the school’s history.

Brentwood’s student body is diverse and lively. Students of color comprise 35% of the population in grades 7-12 and 37% of grades K-6. Brentwood is strongly committed to an aggressive financial aid program. The school has budgeted just over \$4 million annually for financial aid and 16% of the students receive assistance. With the school’s close proximity to three major freeways, Brentwood is easily accessible to students from a wide geographical area served by five school bus routes and an extensive carpool system.

**Statement of Purpose**  
***Brentwood School***  
*inspires every student to:*  
*Think critically and creatively.*  
*Act ethically.*  
*Shape a future with meaning.*

Students come to Brentwood School from 90 different zip codes and from over 140 different schools. Brentwood School has always been a community where students and teachers know and care about each other. The closeness and longevity of these relationships is evident in the close ties many teachers still share with alumni/ae. The vibrant faculty draws on a wealth of teaching experiences. Over 53 faculty members have been at Brentwood for 10 or more years.



The child-centered philosophies of learning and teaching, the emphasis on a broad-based and diverse liberal arts curriculum that is connected and sequential between grades and divisions, and the unwavering quest for excellence are all common features of the Brentwood K-12 experience. The school provides a core curriculum that is primarily traditional and classical emphasizing language, communication, mathematical reasoning, and computation. The goal of both curriculum and pedagogy is to foster intellectual curiosity, excitement for learning, and a desire to fulfill individual potential.



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## **Director of College Counseling**

The Director of College Counseling is a full-time position, reporting directly to the Upper Division Director. The Director of College Counseling is a member of the Upper School Administrative Team and the Brentwood School (K-12) Leadership Team. The ideal candidate will be a team-oriented, effective manager and leader with an interest in working with high school students, their families, college representatives, faculty, and administrators.

### **Duties and Responsibilities**

- Leading and effectively managing the college counseling department including two Associate Directors and one full time support staff member
- Advising students and families through the college research, application, and selection process
- Writing letters of recommendation
- Reviewing, adjusting, and improving the college counseling program each year
- Executing on-campus programs and workshops for parents, students and college admissions representatives
- Advising on course selection, registration, and consequences in the college selection process
- Preparing regular mailings and electronic communication to parents in tandem with the communications staff
- Overseeing progress through the fall process of finalizing college lists and sending off applications
- Visiting college campuses to establish and maintain mutually beneficial relationships with college admission staffs
- Representing Brentwood School at national and regional conferences
- Guiding the work of the office through weekly department meetings
- Attending weekly faculty and administrative meetings
- Preparing and presenting to the Board of Trustees regular reports on the college admission process, placement, and national trends
- Attending regular curriculum committee meetings
- Advising faculty in their writing of college recommendations
- Work with various personnel who support the college counseling process, including the Liaison for Student Athletes and the Essay Writing Coach
- Establishing and maintaining a yearly budget
- Sharing chaperone responsibilities with the CC Team for East and West Coast College Trips
- Engaging actively in the Brentwood School community, including attending student performances, athletics events, social activities and serving as an advisor
- Organizing and implementing the annual Essay Writing Workshop for seniors

### **Desirable Attributes**

- A detail-oriented approach to work and outstanding communication skills including writing, listening, and public speaking
- The ability to work collaboratively with the administration, faculty, and other key members of the Brentwood community
- The energy, patience, and sense of humor necessary to work effectively with high-school students and their families
- Commitment to diversity, equity, and inclusion
- Proficiency in MS Office and the ability to learn additional software such as Naviance
- Extensive experience in selective college admissions and/or college counseling
- Bachelor's degree; master's degree (strongly) preferred



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The office is currently being led by Jean Wall on an interim basis for the year. Two new associate directors began in July 2017.



The school anticipates making an appointment for 2018 by the end of the fall 2017 semester and hopes to review materials the week of 10/23 and to select finalists by 11/6, though there may be some flexibility if needed.

### To Apply:

Brentwood School has engaged the services of Carney, Sandoe & Associates to assist in its search for this position. Interested individuals should email a cover letter and resume to and/or contact Senior Search Consultant, Ben Bolte: [bbolte@carneysandoe.com](mailto:bbolte@carneysandoe.com)/617-933-3430. Please do not send your information to the School. *All inquiries are confidential; compensation will be highly competitive.*

*100% of the Brentwood senior class is admitted to four-year colleges. The following is a complete list of college acceptances from the Class of 2016. **Bold** denotes where students matriculated in 2016.*

Aalto University  
 American University  
**The University of Arizona**  
**Bard College**  
**Barnard College**  
 Bates College  
 Boston College  
**Boston University**  
 Brandeis University  
**Brown University**  
 Bucknell University  
 California Lutheran University  
**California State Polytechnic University**  
**Pomona**  
 California State University  
 Chico California State University  
 Dominguez Hills  
 California State University, Northridge  
 California State University, Sacramento  
**University of California, Berkeley**  
**University of California, California, Davis**  
 University of California, Irvine  
 University of California, Los Angeles  
**University of California, Riverside**  
 University of California, San Diego  
 University of California, Santa Barbara  
**University of California, California, Santa Cruz**  
 Case Western Reserve University  
**Chapman University**  
**University of Chicago**  
 City University of New York  
 Colby College  
 Colgate University  
 College of William and Mary

University of Colorado at Boulder  
 Connecticut College  
**Cornell University**  
**Dartmouth College**  
**DePaul University**  
 Drew University  
**Duke University**  
 Durham University  
 The University of Edinburgh  
**Emory University**  
 Fordham University  
 University of Florida  
**University of Kansas**  
 Franklin & Marshall College  
**George Washington University**  
**Georgetown University**  
 Georgia Institute of Technology  
 Goucher College  
 Hamilton College - NY  
 Hawaii Pacific University  
 University of Hawaii at Manoa  
 University of Hawaii at West Oahu  
 Hobart and William Smith Colleges  
 Hofstra University  
 Univ. of Illinois/Champaign-Urbana  
 Indiana University at Bloomington  
**Johns Hopkins University**  
 Kenyon College  
 King's College London  
 Lake Forest College  
 University of La Verne  
 Loyola Marymount University  
 Loyola University Chicago  
 Loyola University New Orleans  
**Lycoming College**  
 Macalester College

Maryland Institute College of Art  
 University of MD, College Park  
 Marymount  
 Manhattan College  
 University of Massachusetts, Amherst  
**Miami University**  
**Oxford University**  
**University of Miami**  
**University of Michigan**  
**Middlebury College**  
 Morehouse College  
 University of Nebraska at Lincoln  
 The New School - All Divisions  
**New York University**  
**UNC / Chapel Hill**  
**Northeastern University**  
**Northwestern University**  
 University of Notre Dame  
 Oberlin College  
 Occidental College  
 The Ohio State University  
 Ohio Wesleyan University  
 University of Oregon  
 University of the Pacific  
**University of Pennsylvania**  
 University of Pittsburgh  
 Portland State University  
 University of Puget Sound  
 Purdue University  
 University of Redlands  
 Reed College  
 Rensselaer Polytechnic Institute  
**University of Richmond**  
**American Intl College in London**  
**University of Richmond**  
 University of Rochester  
**San Francisco State University**

University of San Francisco  
**San Jose State University**  
 Santa Clara University  
**Santa Monica College**  
 Sarah Lawrence College  
 School / Art Institute of Chicago  
 Scripps College  
 Skidmore College  
**University of Southern California**  
**Southern Methodist University**  
**Spelman College**  
**University of St Andrews**  
**Stanford University**  
**Swarthmore College**  
**Syracuse University**  
 Temple University  
 The University of Texas, Austin  
**Trinity College**  
 Trinity University  
 Tufts University  
**Tulane University**  
**Vanderbilt University**  
 Vassar College  
 University of Vermont  
 Villanova University  
 University of Virginia  
 Washington College  
 Washington State University  
**University of Washington**  
**Washington University / St. Louis**  
**Wesleyan University**  
 Wheaton College MA  
 Willamette University  
**University of Wisconsin, Madison**  
 Xavier University of Louisiana  
**Yale University**



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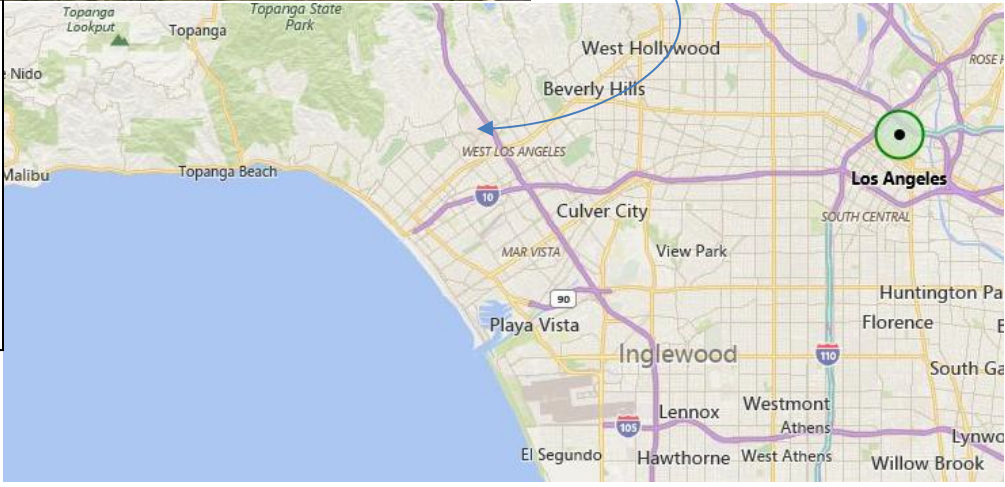
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***Brentwood School Vision Statement***  
*By 2020, Brentwood School will be the standard for independent school education through the essential integration of academic excellence, emotional intelligence, and character development.*



◆ Brentwood School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and to seeking a diverse and broad spectrum of qualified candidates. Brentwood School does not discriminate in employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age, or sexual orientation. ◆



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