



Brentwood School
Los Angeles, CA
Director of College Counseling
July 2019

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 45 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 6th 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 Belldegrin 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/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



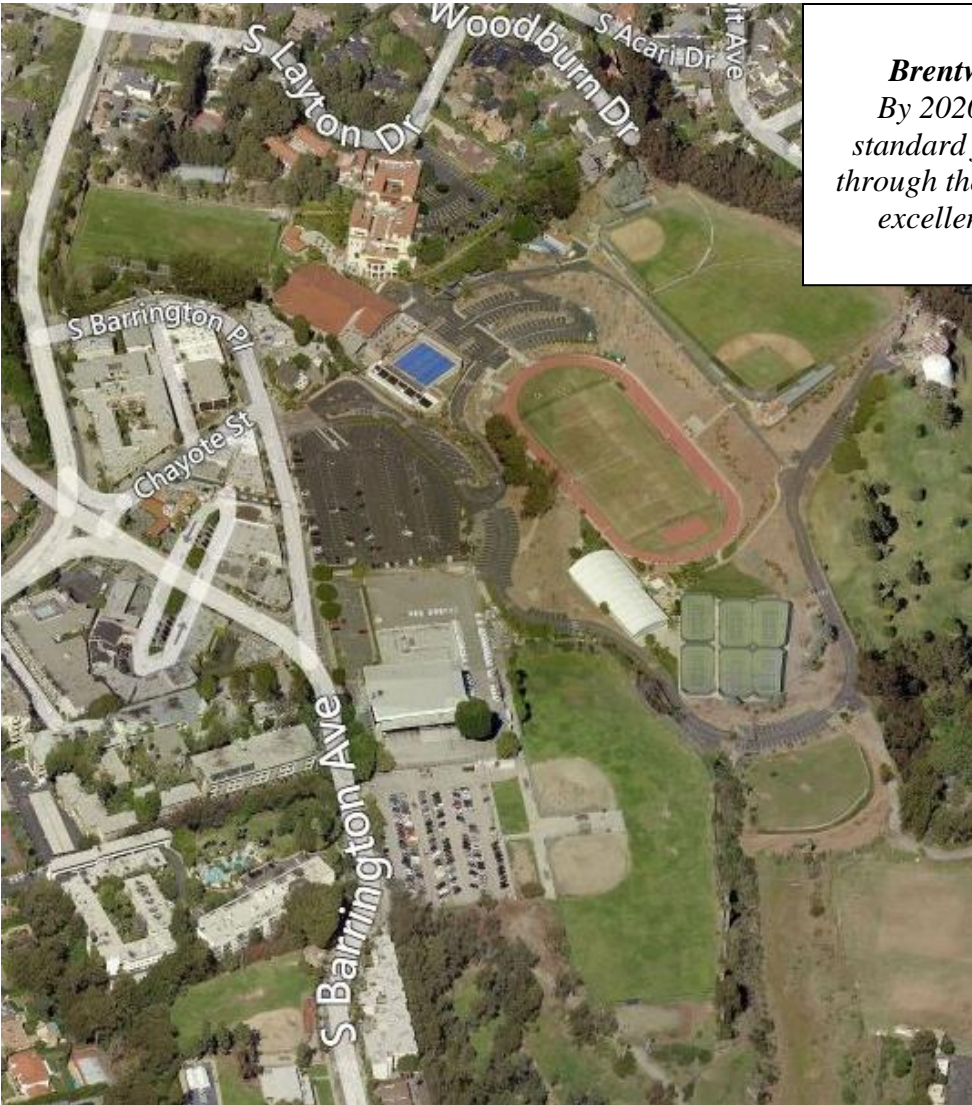
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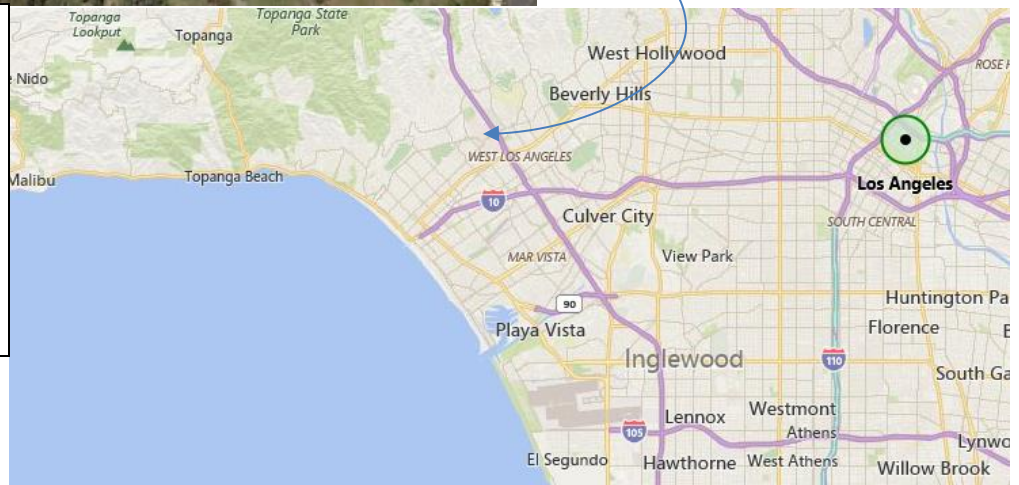
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Brentwood School Vision Statement
By 2020, Brentwood School will be the standard for independent school education through the essential integration of academic excellence, emotional intelligence, and character development.



◆ 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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