



TRINITY SCHOOL
New York, NY
Director of College Counseling
July 2022

Trinity School in Manhattan seeks a new Director of College Counseling with the retirement of long-time Director, Larry Momo who joined the school in 1993 from his role as Director of Undergraduate Admissions at Columbia. Known as a learning community that promotes intellectual inquiry, character development, passionate teaching, engaged learning, diversity of perspectives and backgrounds, and creative self-expression, Trinity is a remarkably self-reflective institution. With over three centuries of successful educational service and a long tradition of academic excellence, Trinity School enjoys a strong and enviable place in New York City's independent school landscape.

Mission

Our Vocation.

The conversation between student and teacher is the heart of our school; all that we do must be born of and nourish that relationship. We are called to challenge the minds, fire the imaginations, and train the bodies of the young people who have been entrusted to us; to enlarge their spiritual lives; and to increase their capacity for mutual and self-respect. We intend to prepare them to learn confidently for the rest of their lives and to give generously and joyfully to others. We can accomplish these things only if we keep our students safe and well while they are in our charge.

Our Obligation.

We must ask our young people what they believe in so they can know themselves in the world. We must give them the tools of rigorous and passionate intellectual inquiry and self-expression so they can grow. In our commitment to diversity, we must show our students how to be colleagues and friends so they can act out of respect and love. We must lead them to distinguish right from wrong and then do what is right so they can be persuasive and courageous citizens.

Our Promise.

As a school community with these purposes and responsibilities, we will engage the larger communities of city, nation, and world of which we are a part. We will serve our neighbors. We will live fully in our city—exploring its byways and playing over its terrain. We will learn its history and traditions, and what it can teach us of the arts and sciences. We will embody and celebrate its diversity.

Our Means.

Labore et virtute. The terms of our motto, hard work and moral excellence, are meant to strengthen us as we pursue the promise and joy of Trinity School. We ask Trinity families, alumni, and friends to join us in taking on this high calling.



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The School

Trinity School is a college preparatory, coeducational independent day school for Grades K-12, located on the Upper West Side of New York City. Long regarded as a school that values scholarly investigation, scholastic excellence, and meaningful conversations between teachers and students, Trinity has built an illustrious tradition of achievement in academics, athletics, and the arts. Founded as a charity school at Trinity Church in 1709 for 40 students, it moved to its current location in 1895 and is the oldest continuously operating educational institution in the City of New York. The school stretches nearly the entire length of 91st Street between Columbus and Amsterdam Avenues and enrolls over 1,000 students across three divisions: Lower School (K-4), Middle School (Grades 5-8), and Upper School (Grades 9-12). Parents have a high regard for what Trinity does and appreciate its inspirational mission.

The heart of the Trinity experience is the relationship between inspiring, caring teachers and their talented, motivated, and engaged students. Since its inception, Trinity has maintained a commitment to enroll a capable and diverse student body from every economic and social background, awarding over \$8.9 million this year in financial aid across all grade levels. With a faculty of 175, the ratio of students to teachers is six to one, and all students matriculate at four-year institutions after graduation.

Trinity teaches its students to be responsible and caring, both inside the school and as citizens of the city, nation, and world. One place that this happens is in weekly Chapel services. While rooted in Trinity's Episcopal heritage and liturgy, the content of the school's Chapel program reflects the religious and philosophical diversity of all its students and encourages them to reflect on religious, ethical, vocational, and spiritual questions that have long been of central importance to humanity. Because students not only witness, but also plan and participate in weekly Chapel as readers, musicians, and speakers, the service becomes a sounding board for important issues in the lives of the students, the school, and the world outside Trinity's walls. Trinity School will launch a comprehensive strategic planning process in Fall 2021 leading to a new plan to guide the school over the coming three to five years. Every member of the school community will be invited to participate in the process.



The school is governed by a 37-member Board of Trustees, has an operating budget of \$58 million, and an endowment of \$84.4 million. Trinity School is accredited by the New York State Association of Independent Schools. It is a member of the National Association of Independent Schools, National Association of Episcopal Schools, New York Interschool, the New York City Guild of Independent Schools, Council for Spiritual and Ethical Education, Parents League of New York, EARLY STEPS, Association of Governing Boards of Universities & Colleges and the Association of College Counselors in Independent Schools, as well as other memberships.



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The Campus

Located in the heart of New York City, Trinity's urban campus occupies just over two acres and houses 268,830 square feet of indoor facilities. Located on West 91st Street, the school is made up of the original school building (home to the Lower School and administrative offices), the Annex (formerly part of St. Agnes Chapel), The Henry C. Moses Building (completed in 1998 housing the Middle School), the Upper School's Hawley Wing, and an impressive, recently completed addition that provides new and improved facilities to students in all three divisions.

Students in each division are fortunate in being able to enjoy unique spaces in Trinity's celebrated facilities. The campus also includes a garden, a rooftop playing field (known as "The Turf"), an outside gathering area ("The Commons"), a dining room, two chapels, the Upper Library, two theaters, two swimming pools, two playgrounds, two tennis courts, two gymnasiums, and a fitness center.

Setting and Location

New York City is one of the most vibrant urban centers in the world. Acknowledged as a cultural, financial, academic, and artistic hub, New York is the most populous city in America and home to countless world-famous neighborhoods and landmarks. Located on a large natural harbor, the city consists of five boroughs: The Bronx, Brooklyn, Manhattan, Queens, and Staten Island. Manhattan is the most densely populated borough and the city's financial center, housing the headquarters of many major corporations, the United Nations, a number of important universities and museums, the Broadway theater district, and Madison Square Garden.

Trinity School's location on the Upper West Side of Manhattan also puts it within a stone's throw of Central Park, the most visited city park in the country. With easy access to public transportation, students and faculty alike can also take advantage of the school's proximity to The American Museum of Natural History, The New York Historical Society, The Metropolitan Museum of Art, and Lincoln Center for the Performing Arts, to name just a few neighboring resources.

Students

Trinity students are reflective, thoughtful, considerate, and intellectually engaging. Across all grade levels and in all divisions, the approximately 1,025 students enrolled at the school treat one another with respect and consideration, undertaking their studies and commitments with dedication and hard work. They are engaged and enthusiastic, articulate and accomplished, highly motivated and self-disciplined, recognizing the intrinsic rewards in initiative and participation, and placing value on leadership and involvement. Students appreciate that at Trinity they have lots of choice: opportunities abound and the freedom to try different things is encouraged.

Since its founding, Trinity has remained committed to enrolling a diverse student body. The families that become part of the school community reflect the diversities of the city, including race, gender, sexual orientation, socioeconomic status, religion, ethnicity, family composition, and cultural background. Student enrollment across the three academic divisions breaks down approximately as follows: Lower School – 300; Middle School – 250; Upper School – 475. The main points of entry for students are kindergarten (60), Grade 9 (65+), and Grade 7, where seven students from New York's Prep for Prep are added. Students of color comprise 48.5% of the student population. Students



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primarily reside on the Upper East and Upper West sides of Manhattan, although an increasing number of students travel to school from lower Manhattan, the other boroughs of New York City as well as from New Jersey, Westchester, and Long Island. During the 2021-22 academic year, 20.5% of students receive some level of financial aid. Faculty cite students who are “phenomenal,” whose reputation even outside the school is “well-mannered and respectful.” Trinity’s faculty members value teaching at a place where students “expect and want challenge” and “make [me] a better teacher.”

Faculty and Staff

Trinity’s standout faculty – a group of 175 exceptionally talented and dedicated individuals – is certainly one of its greatest assets, and the conversation between teacher and student is at the heart of the Trinity way of life. Constituent groups across the community recognize the teaching faculty as creative, caring, supportive, and knowledgeable, acknowledging the close student/faculty relationships as one of the hallmarks of a Trinity education. Trinity is committed to recruiting and retaining diverse faculty and staff. Currently, 33% of the faculty are people of color. Members of the faculty have earned over 20 doctorates and 96 master's degrees from selective colleges and universities around the world.



The school’s faculty and staff are not only well-regarded, but the relationship between teachers, students, administrators, and parents is unusually collegial and collaborative. Recruited for their outstanding academic achievements and their commitment to Trinity’s core educational values, teachers are encouraged to select, expand on, modify, and create their curricula, fostering a crucial sense of ownership and creativity in the classroom. These qualities are supported by a unique and well-funded program of faculty development and enrichment grants.

Currently in his thirteenth year as Trinity’s Head of School, John Allman describes Trinity as “a school that explicitly articulates its mission as an act of love and conceives of excellence primarily as a collective achievement built upon caring relationships.” He eagerly anticipates the opportunity to work with the new Director who is a direct report.

Academic and Co-Curricular Programs

The community at Trinity School has worked hard to provide a balanced educational program for its students, incorporating classroom learning, artistic expression, athletic competition, service learning, and social responsibility. Through a rigorous and challenging course of academic study at all grade levels, students learn to explore their curiosity and nurture their talents in an atmosphere that prepares them for future success. Beyond the classroom, children in the Lower, Middle, and Upper Schools are given the instruction and encouragement they need to pursue interests and abilities in competitive sports, physical fitness, and the visual and performing arts. And through such vehicles as a weekly Chapel program and service learning, Trinity teaches its students to reach beyond themselves in order to become involved, responsible citizens of the school, city, nation, and world.



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Trinity's Lower School program carefully considers all aspects of a child's development: emotional, social, physical, and cognitive. The Lower School course of study engages children in active learning at all grade levels, integrating subject instruction through concrete experiences that are meaningful to children at that age level. Through a curriculum that is developmentally appropriate and that builds upon itself year by year, the Lower School strives to inspire in its students a lifelong love of learning, to build self-confidence, and to foster in students the ability and desire to contribute to their community. Classroom instruction in language arts, math, and social studies is complemented by regular participation in a variety of special subject areas including science, technology, library, music, Spanish, art/sculpture/ceramics, and physical education. Trinity also offers rich and varied extracurricular opportunities, including math and science clubs and a chamber ensemble, as well as a robust Afterschool Program and a Kids Club for children whose parents cannot pick them up at dismissal.

Within the Middle School, the curriculum for Grades 5-8 has been crafted to facilitate, promote, and support the natural and gradual evolution from interdependent learning in a child's early academic life to the independent critical thinking that characterizes more advanced high school study. The academic program is challenging, dynamic, and appropriate to the academic and social development of children at this stage of life, and teachers remain accessible and supportive to the young people in their care. In addition to academics, the Middle School emphasizes students' artistic and physical growth, as well as ethical and character development. All Middle School students have a faculty advisor, and each student in Grades 5-8 participates in service learning.

At the heart of Trinity's Upper School program is the experience of small, challenging classes, rich and diverse activities, and a dedicated and highly accessible faculty. The Upper School maintains a longstanding commitment to academic rigor and seeks to ensure excellence in the academic, personal, and moral education of its students. By combining an exploration of core curriculum areas and varied elective offerings, the Upper School establishes for students a solid foundation of skills and knowledge that prepares them to become independent critical thinkers and responsible global citizens.

Student experiences outside the classroom are as fundamental to growth and maturation as structured academic study, and Middle and Upper School students are offered myriad opportunities to develop and participate in co-curricular pursuits. Athletic teams, visual and performing arts groups, theatrical productions, student clubs and organizations, service learning projects, global learning opportunities, diversity councils, student government, and a variety of student publications play a vital role in helping students explore self-expression, develop leadership skills, and experience first-hand what it means to work productively as a community. The Upper School athletic program participates in an interscholastic league, offering students the chance to take part in over 14 different team sports. Trinity also sponsors a Swim Club, which is available to the school's parents, alums, faculty and staff members, and Upper West Side community neighbors



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The Position

Trinity School in Manhattan seeks a full-time Director of College Counseling. Long known as a community that promotes intellectual inquiry, character development, passionate teaching, engaged learning, and creative self-expression, Trinity is a remarkably self-reflective institution. With over three centuries of successful educational service and a long tradition of academic excellence, Trinity School enjoys a strong and enviable place in New York City's independent school world. This is an extraordinary opportunity for candidates who have extensive knowledge and experience in highly selective college admissions or independent school college counseling (or both). The ideal candidate will possess a strong professional network among the college admissions and counseling communities and the ability to oversee, evaluate, and nurture all aspects of a comprehensive college counseling program.

The Director oversees a team of four (three Associate Directors and the College Counseling Office Department Administrator). This is a 12-month position reporting to the Head of School. The Director is a member of Senior Administration. The joys of college counseling at Trinity School spring first and foremost from the opportunity to work with the dedicated, skilled, delightful professionals who so ably support and guide the exceptionally talented, motivated student population through the college admissions process.

Trinity's Office of College Counseling enjoys extraordinary support from all in the school community, earned through decades of skilled service to families in the college admissions process as well as through the office's robust involvement in the life of the school beyond college counseling. For those who wish to throw themselves wholeheartedly into the life of a vibrant educational institution, this position promises profound pleasure and satisfaction.

As the admissions landscape at colleges and universities continues to evolve, the next Director of College Counseling will need to discern how best to respond to these changes. Serving an ambitious population seeking admissions to increasingly selective colleges and universities, the next Director will need to intensify efforts to manage students' expectations and help students and families embrace a broader range of college options. The Head of School is seeking a wise, eloquent, respected partner to help deconstruct the notion that Trinity is a college credentialing factory, and instead, actively develop in its students and families compelling alternative understandings of the socially redeeming purposes their knowledge and skills could and should serve.

Responsibilities include:

- ❖ Overseeing the caseload of Associate Directors (approximately 30 students per team member (including the Director));
- ❖ Working collaboratively and diligently with students and their families, welcoming and encouraging interaction and visits with the College Counseling Office;
- ❖ Sharing responsibility with the team for writing letters of recommendation and guiding faculty who provide additional letters of endorsement;
- ❖ Conducting parent presentations, including Junior and Senior College Nights, to familiarize students and their families with the college search and application process;



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- ❖ Conducting guidance classes regarding college and career planning;
- ❖ Collaborating with the Department Administrator to organize and oversee SAT/ACT testing and track testing results;
- ❖ Updating the School Profile and conducting annual data analysis of college placement;
- ❖ Organizing and overseeing the Commencement ceremony working with the College Counseling team, the Upper School Principal, and the Director of Special Events; leading the selection of Senior class speakers and facilitating speech preparation;
- ❖ Supporting opportunities for professional development for team members;
- ❖ Conducting annual staff evaluations and related conversations with team members;
- ❖ Overseeing department budget and assessing department resources;
- ❖ Supporting the school's anti-racist vision;
- ❖ Fostering and maintaining professional relationships with college and university admissions officers across the United States keeping abreast of trends to determine the implications for students;
- ❖ Representing the school at regional and national meetings;

Qualifications and Characteristics:

- Bachelor's degree is required; advanced degree preferred;
- An experienced college admissions leader with keen strategic thinking and an extensive network of college admissions contacts nationally;
- Knowledge of curriculum as it pertains to college admissions;
- An eagerness to engage with students and their families to support them as they navigate the college application process;
- Superior administrative, communications, writing, and public speaking skills;
- A supportive team builder and leader;
- A flexible and patient collaborator with administrators, faculty, and staff;
- A commitment to issues of diversity and equity and to fostering the school's anti-racist vision;



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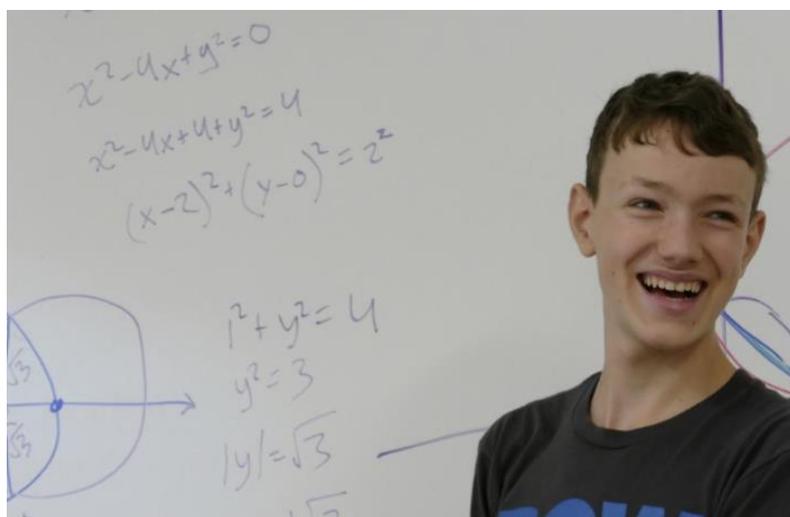
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To Apply

Interested candidates will be asked ultimately to submit the materials below. Those interested in exploring the opportunity confidentially may contact the consultant. All inquiries are confidential.

- Cover letter expressing interest in the Trinity School position and aligning your skills and experiences with the needs of the position and your commitment to Trinity's core educational values, as you understand them;
- Current and comprehensive résumé of no more than four pages with all dates included;
- Writing samples:
 - 1) two redacted letters of recommendation for student college applications and
 - 2) a sample communication sent to parents or the school community;
- List of five references with name, phone number, and email address of each (references will be contacted only with the candidate's permission and not before a mutual interest is clearly established), to:

Ben Bolté, Senior Search Consultant
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COLLEGE ENROLLMENT by the CLASSES of 2016 through 2020

Agnes Scott College	Grinnell College	The College of Wooster
Amherst College+	Hamilton College	The New School
Bard College	Harvard College+	University of Texas at Austin
Barnard College†	Haverford College	Trinity College
Baruch College	Kenyon College	Tufts University†
Bates College	Lafayette College	Tulane University+
Bennington College	Lehigh University	Union College
Boston College†	London School of Economics & PolySci	United States Military Academy
Boston University	Loyola University, MD	United States Naval Academy
Bowdoin College†	Massachusetts Institute of Technology	University of California – Berkeley
Brown University+	McGill University	University of California – Santa Barbara
Bryn Mawr College	Middlebury College	University of Chicago+
Bucknell University	Mount Holyoke College	University of Colorado
Carleton College†	Muhlenberg College	University of Illinois
California Institute of Technology	New York University†	University of Miami
Carnegie Mellon University†	Northeastern University	University of Michigan
Case Western Reserve	Northwestern University+	University of Notre Dame
Claremont McKenna College	Oberlin College	University of Pennsylvania+
Colby College	Occidental College	University of Southern California†
Colgate University†	Pomona College	University of St. Andrews
College of William & Mary	Princeton University+	University of Vermont
Colorado College	Purchase College	University of Virginia
Columbia University+	Purdue University	University of Wisconsin
Cornell University+	Rensselaer Polytechnic Institute	Vanderbilt University
Dartmouth College†	Sarah Lawrence College	Vassar College
Davidson College	Skidmore College	Wake Forest University
Dickinson College	Smith College	Washington University in St. Louis†
Drexel University	Sophie Davis:Biomedical	Wellesley College
Duke University+	Southern Methodist University	Wesleyan University
Emory University†	Stanford University+	College of William and Mary
Fordham University	Stony Brook University	Williams College+
Franklin and Marshall College	Swarthmore College	Yale University+
George Washington University	Syracuse University	Yonsei University
Georgetown University+	Texas Christian University	
Five or more students†		
Ten or more students+		



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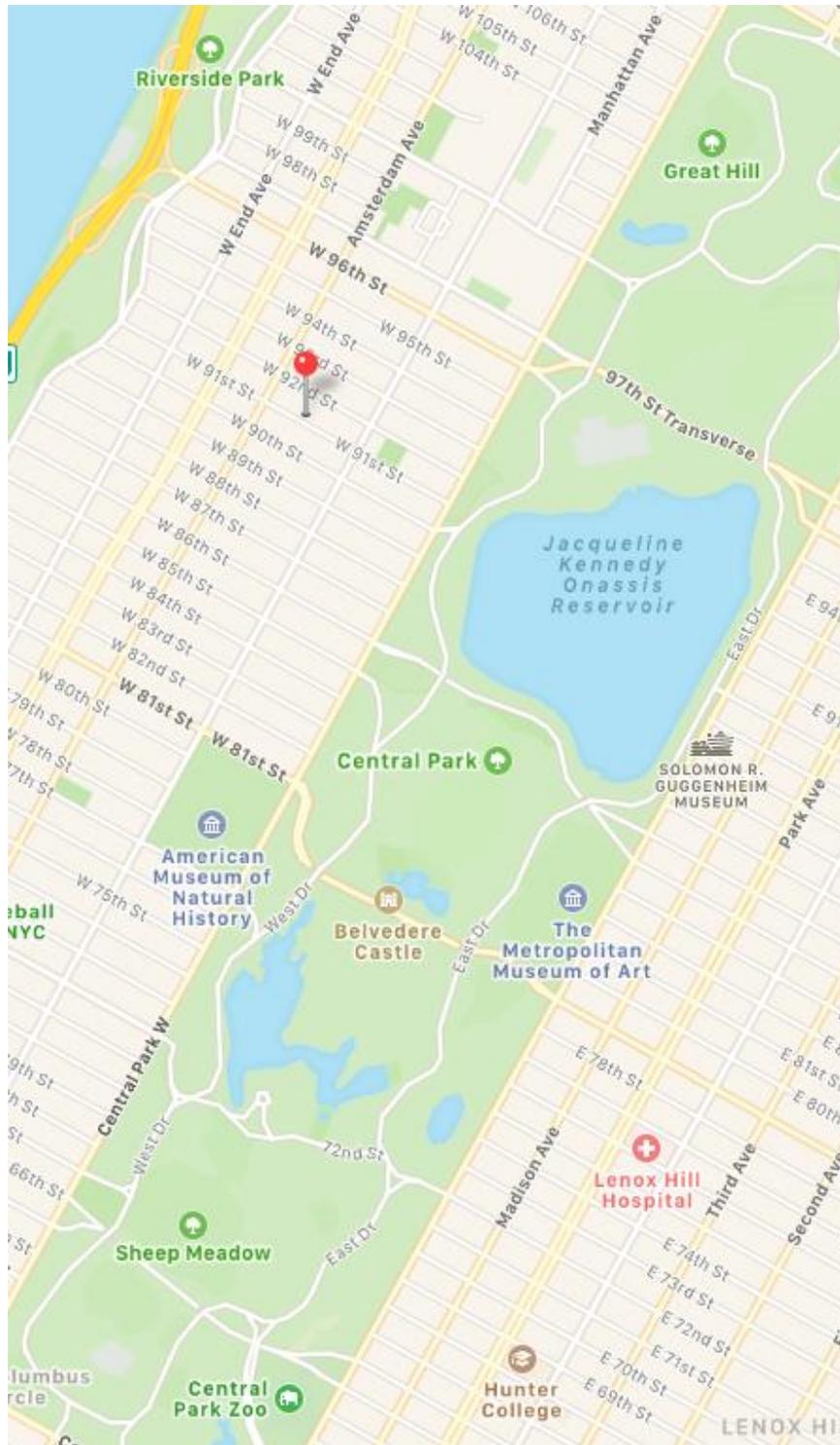
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