

MISS PORTER'S SCHOOL

DEAN OF COLLEGE COUNSELING OPPORTUNITY STATEMENT

School Overview

Miss Porter's School is a college preparatory boarding and day school for girls in grades 9 through 12. Located in the center of Farmington, Connecticut, the school was founded in 1843 by scholar and educator Sarah Porter. It offers a dynamic, rigorous approach to education that prepares young women to become informed, bold, resourceful and ethical global citizens. The student body is made up of more than 330 girls from 24 states and 13 countries. Porter's is committed to creating an environment where all students enjoy a sense of belonging and understands the importance of representation to affirm our students' experiences.

Position Summary

Miss Porter's School, long-renowned for its commitment to academic excellence and innovation, is in the midst of a transformative journey towards a competency-based mastery learning model. We seek an experienced and visionary educator to assume the role of Dean of College Counseling where they will lead the college office and play an integral part in supporting the school's pioneering effort in transitioning to a more progressive and future-focused program. This is a unique opportunity to play a pivotal role in reshaping the educational landscape while preparing students for success in a rapidly evolving world.

The Dean of College Counseling reports to the Chief Academic Officer and oversees a team that includes two Associate Directors and an Office Assistant. This is a 12-month position that begins on July 1, 2024.

Core Responsibilities

Strategic Leadership

- Oversee all facets of college counseling, both individual and programmatic.
- Support the development and implementation of a mastery-based transcript system, aligned with the school's commitment to providing a holistic and personalized education.
- Spearhead the integration of mastery-based transcripts into the college counseling process, establishing new ways to communicate student achievement to colleges and universities.
- Collaborate with faculty, administrators, educational partners, and college admissions offices to ensure a seamless transition to our competency-based mastery framework for learning, assessment, and transcripting.
- Partner with faculty and staff to integrate college counseling into the broader educational experience, ensuring it aligns with the school's mission of empowering young women.

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- Stay abreast of emerging trends and changes in higher education, integrating innovative approaches to college counseling that reflect the evolving needs of students and the shift to competency-based mastery transcripting.

Student-Centered Approach to Counseling

- Guide students through the college application process, offering personalized counseling to help them identify and pursue academic and career goals.
- Cultivate a supportive environment that empowers students to explore and understand their strengths, passions, and aspirations.
- Foster a growth mindset, encouraging students to reflect on their learning journey and articulate their accomplishments in a way that showcases their mastery of skills and knowledge while helping them to build the resilience and independence needed for success in college and beyond.
- Support students and families in taking a balanced and realistic approach to college admissions outcomes, as you help each student find the college that is right for them.

Advocacy and Partnerships

- Collaborate with college admissions professionals to advocate for the value and rigor of a competency-based mastery learning framework, ensuring our students are recognized for their unique skill sets and accomplishments.
- Advocate for the benefits of competency-based learning within the broader educational community.
- Develop partnerships with colleges and universities that embrace innovative approaches to admissions and recognize the value of a mastery-based transcript.
- Champion inclusivity in college admissions, actively seeking opportunities to connect students with institutions that share our commitment to diversity and equity.
- Develop partnerships with colleges and universities that value and support a diverse student body.

Data-Informed Decision Making

- Utilize data analytics to assess the effectiveness of the college counseling program, with a focus on equity and accessibility.
- Monitor and report on student outcomes, ensuring that the college placement process aligns with the school's commitment to excellence and inclusivity.

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Other Responsibilities

As a member of a boarding school faculty, the Dean of College Counseling is expected to participate fully in the life of the school community. This may include the following responsibilities:

- Serving as the Administrator on Duty
- Serving as a student advisor
- Attending evening and weekend events including but not limited to Sit-Down Dinners, speakers and performances, athletic competitions, and other community events
- Coaching and/or supporting other co-curricular programs
- Other duties as assigned

Qualifications, Experience, and Characteristics

- Master's degree preferred.
- Extensive experience in college counseling, preferably with a background in competency-based education and/or mastery learning.
- Excellent communication skills, with the ability to articulate the value of a mastery-based education to various stakeholders.
- Strong interpersonal skills so that students and their families feel known, supported, and cared for.
- A deep understanding of the evolving landscape of college admissions and a commitment to advocating for innovative educational models and advancing equity and inclusivity in higher education.
- Demonstrated leadership experience and a passion for pioneering change in education.
- A passion for empowering young women to pursue their academic and personal goals.
- The ability to collaborate effectively with students, parents, faculty, and college admissions professionals.
- A strong work ethic, a deep sense of responsibility, and a sense of humor.

Benefits

- Competitive salary based on experience and demonstrated competency
- On-campus housing
- Competitive and comprehensive health care options
- Generous employer contribution to retirement plan

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How to Apply

If you are an innovative and forward-thinking leader with a passion for transforming education, we invite you to apply for the Dean of College Counseling position at Miss Porter's School. Join us on this exciting journey as we redefine excellence in education and prepare our students for a future where mastery and individual growth are at the forefront of their academic experiences. Applicants should send resumes and cover letters to Dr. Timothy Quinn (tquinn-careers@missporters.org).

Miss Porter's School is committed to the principles of equal employment opportunity and a work environment free of discrimination and harassment. We seek to promote diversity through our programs and hiring.