



Opportunity Statement



TANDEM
FRIENDS SCHOOL

Director of College Counseling Search

July 1, 2024

Charlottesville, Virginia

Grades 5-12, Day / Co-Ed



Lead Consultant
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School Overview

A unique school with a unique history, Tandem Friends School of Charlottesville, VA is guided by the Quaker principles that define Friends Schools and has three school mottos: kindness and wisdom, creativity and integrity, and freedom with responsibility. Founded in 1970 as an inclusive alternative to the segregation academies that had proliferated in Virginia at that time, Tandem was the first school in the area founded as both coeducational and racially integrated. Over time, Tandem found Quaker schools to be kindred spirits and joined the Friends Council of Education, becoming a Friends School in 1996.

With approximately 250 students and spanning only grades 5-12, Tandem Friends aims to cultivate a school culture in which adolescents feel invested in their school community, feel seen and appreciated, and feel comfortable being their full selves at school. By encouraging the exploration of new activities and experiences and supporting students' sense of community responsibility and belonging, the school strives to create challenging and engaging academic and extracurricular experiences that feel purposeful to our students.



The History of Tandem Friends School

Tandem School was founded in 1970 by John Howard and Duncan Alling, two men with wide experience as teachers and administrators in large, independent boarding schools. Both were familiar with the Charlottesville area, and felt there was a need for a school in the community which would present an alternative approach to education. Their philosophy was, in part, based on the conviction that the processes of maturation and academic development need an environment in which there is a close and trusting relationship between faculty and the students, a free examination of values and ideas, and an approach to decision making which involves the whole school community. The founders also envisioned a school dedicated to an economically and racially diverse student body, and a curriculum embracing the arts, environmental stewardship and community service, in addition to academic rigor.

The Position

Tandem Friends School, an all-gender, Quaker, 5th-12th grade independent day school in Charlottesville, Virginia, seeks an experienced college counselor to serve as our next Director of College Counseling. Position to begin on or before July 1, 2024 or possibly earlier dependent upon candidate availability.

Position Summary:

- Meet individually with juniors and seniors and their families throughout the college process, helping students and families select appropriate colleges and universities.
- Develop and lead upper school programming for students to educate them and their families about the nuances of the college admissions process.
- Support students in their submission of applications and manage the school's submission of official transcripts, recommendations, report forms, and school profile, as needed.
- Write counselor letters of recommendation for each senior (approximately 36 students).
- Schedule and host college admissions representatives for visits to Tandem Friends.
- Counsel and assist students and families as they identify resources for scholarships and financial aid for colleges and universities.
- Manage PSAT, SAT and AP testing for students, including scheduling test dates, registering students, and administering exams.
- Develop and maintain relationships with colleges through attendance at conferences, counselor information sessions, and college visits.
- Participate in professional development to promote self-growth, build relationships, and remain current with programs, policies, and practices that meet the needs of our students.
- Lead and implement a week-long "Senior Week" to support seniors in all aspects of the college application process.
- Serve on the school's Academic Committee and advise students, families and teachers regarding curricular and programmatic issues.

Tandem Friends seeks faculty and administrators who bring diverse skills and knowledge, a willingness to learn new things, and an appreciation for collaboration with students. Ideal candidates will possess:

- The drive and skills to strengthen and enrich TFS's inclusive, no-cut athletic program in alignment with the mission of the school
- Excellent organizational strategies, advanced planning, and attention to detail; the ability to manage, innovate, and problem-solve complicated logistics efficiently and effectively
- A strong understanding of the developmental needs of both middle and high school students
- Excellent interpersonal and communication skills with a wide range of constituencies.
- A high level of cultural competency and a demonstrated commitment to DEIJB principles and practices

Heard on Campus

In describing their current Director of College Counseling, students at Tandem Friends said:

- “He knows us”
- “I relied on him a lot”
- “He’s always there to support me”
- “I can email him on the weekend if I need something”

The next Director of College Counseling will be a student-centered professional who makes the students feel valued and supported.

Opportunities & Priorities

Background Information

The college counseling program at Tandem Friends School is strong. The school has a 100% college acceptance rate for all students. The program is highly individualized and involves the student and their family. The process typically begins in earnest in the winter of a student’s junior year. Early in the fall of the senior year, the school holds Senior Week. This is a week that is dedicated, in part, to the college counseling process. During Senior Week, students complete Common Application questions, specific applications to colleges, hone their college essays, and refine their college lists.

The Director of College Counseling involves themselves in every aspect of the school, getting to know each student as an individual. The Director builds relationships with each student and expertly guides them through the college process.

The program is strong, yet opportunities exist:

Onsite College Visits

Examine the experience college admissions representatives have while on the Tandem Friends campus and seek ways to make their visit a memorable one. Expand TFS’s portfolio of onsite college visitations, providing students a wider array of possibilities.

Diversity

Create a strong network of HBCU’s (Historically Black Colleges and Universities) who regularly visit TFS and consider TFS applicants.

The Student Experience

Identify ways to reflect each student’s individualized TFS experience to colleges which likely includes their academic performance, artistic prowess (fine and performing arts), athletic involvement, leadership, and community service.

The Profile of the next Director of College Counseling

The ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

College Counseling, College Admissions, and Standardized Testing Acumen

An Understanding of the application process for “Theater-Style” Colleges

An Understanding of the NCAA Clearinghouse

Highly Relational with Students, Staff, and Parents

A Program Manager

Detail Oriented

Drive and Ambition

A Self-Starter

Independent School Experience

Flexible and Adaptable

A Collaborator / A Team Player

A Strong Communicator

A Visible Presence

A Visionary

To Apply

Application Deadline: May 1, 2024

Please note that strong candidates may be considered before the application deadline.

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands
President, IndySchool Consultancy
tim@indyschoolconsultancy.com

For more information, contact Tim Viands at tim@indyschoolconsultancy.com

People of color and members of other underrepresented groups are encouraged to apply.

Compensation & Benefits

The salary and benefits for the Director of College Counseling will be competitive and commensurate with experience.



For inquiries, contact us.

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