



# HIGH SCHOOL GUIDANCE COUNSELOR AND ADMISSIONS ASSOCIATE

## SUMMARY

**LOCATION** | San Francisco, CA

**FLSA CLASSIFICATION** | 11 month Full Time Exempt

**START DATE** | June 2026

**SALARY RANGE** | \$65,000 - \$100,000

**REPORTS TO** | Director of Enrollment Management



# POSITION SNAPSHOT

Community. Inclusion. Creativity. Arts. Diversity. Humanitarianism. Social justice. Joy. Once you walk through the gates, it's easy to see why this school of preschool to 8th grade students is so special. The School, with its adventure playground and outdoor spaces, sits in the heart of a vibrant urban neighborhood in San Francisco known as the Portola Garden District. For decades, the School has prioritized the arts, brought experiential and outdoor learning to life on and off its campus, and helped students not only find but express their true identity. At The San Francisco School, students and staff are on a first-name basis as a way of honoring the equality of each member of this very special village.

The San Francisco School seeks an innovative administrator who can balance the role of entering new families and guiding 8th grade students and families through the high school process. The HS guidance counselor and admissions associate will immerse themselves into the life of the school and be a great ambassador. This role is a highly collaborative one that requires attention to building relationships and overseeing a complex schedule.

## SFS CORE VALUES

At the core of The San Francisco School are the values of diversity, inclusion, community, belonging, curiosity, leadership, and service. From what we teach to how we teach it, we strive to model these values and instill them in our students.

Strong relationships are a hallmark of the SFS community, and the connections built by the person in this role during the on- and off-boarding processes for students and families is incredibly important to ensuring that we stay true to our mission of cultivating and celebrating the intellectual, imaginative, and humanitarian promise of each student in a community that practices mutual respect, embraces diversity, and inspires a passion for learning.



# KEY STATISTICS

**Founded:** 1966

**Location:** 1.6-acre campus in San Francisco, CA, in the culturally and demographically diverse Portola neighborhood

**Campus:** 52% of the campus is dedicated to outdoor space including preschool and kindergarten play yards; adventure playground featuring a 50-ft slide, fruit trees, Field Station and barn; facilities include state-of-the-art theater and gym, rainwater cistern, and solar panel system

**Students:** 283 students in Preschool through 8th grade; 66% students of color

**Admission:** Average acceptance rate of 24% over the last three years; 95% retention rate

**Faculty and staff:** Student-to-faculty ratio of 6:1; 68% of faculty hold advanced degrees; average tenure is 11 years; 55% staff of color; more than \$140,000 spent on professional development annually

**Financial aid:** \$1,900,000 awarded to 27% of SFS families

**Endowment:** \$11,000,000

## OUR EDUCATIONAL PHILOSOPHY



### CURIOSITY

Students are natural explorers. We encourage students to ask meaningful questions and structure experiences for them to arrive at their own moments of discovery.



### CHALLENGE

Students take great pleasure in progressing toward mastery. We cultivate learning by designing lessons with varied and increasing complexity.



### COLLABORATION

Students grow through working with others. We model and teach teamwork, cooperation, and problem solving across grades and disciplines.



### COURAGE

Students are empowered when they face their fears. We urge students to take risks and embrace their mistakes.



### COMPASSION

Students are capable of astonishing kindness and empathy. We inspire students to think beyond themselves and believe that their actions make a difference.

# SPECIFIC DUTIES AND RESPONSIBILITIES

## **Admissions Associate**

- Support the planning and execution of admissions events and tours
- Serve as a welcoming and informed contact for prospective families
- Maintain admissions data and records with accuracy and confidentiality
- Assist with outreach efforts to attract and engage mission-aligned applicants
- Communicate effectively with families throughout the admissions process

## **High School Guidance Counselor**

- Guide Middle School students and their families through the High School admissions process
- Advise students on high schools that align with their strengths, interests, and goals
- Complete, review, and submit all recommendations and counselor reports, and oversee the delivery of forms and information to respective high schools
- Assist teachers in writing effective letters of support for students' applications
- Serve as the primary school contact with high school admissions offices
- Plan and lead the 8th grade Seminar class that provides students strategies, advice, and practice for the application process
- Partner with families to educate and empower them on how to navigate the high school experience, including academic planning, wellness, and future pathway options
- Support students and families in identifying resources and opportunities related to financial aid, scholarships, and other funding programs
- Guide and advocate for students through the high school application, admission, and enrollment process, including support for public, private, boarding, and international school options
- Facilitate visits and presentations from high school representatives, fostering positive relationships between SFS and receiving high schools
- Cultivate relationships with high school admissions professionals and local counseling colleagues to stay informed of trends and best practices.
- Stay current on local high school visits, fairs, and open houses, and keep students and families informed of these opportunities
- Be a Middle School advisor to a small group of students
- Present high school data to the Board

*\*Perform other duties as assigned by the Head of School to support the mission and goals of the school*



## QUALIFICATIONS

- Minimum Bachelor's Degree, advanced degree preferred
- Prior experience in high school guidance, admissions, and/or student advising preferred
- Strong communication skills, both written and verbal
- Strong project management and time management skills
- Experience working with students and families in an educational setting
- Enjoys collaboration and working as part of a team
- Ability to anticipate needs and proactively initiate workflow
- Proficient with Google Suite (specifically Gmail, Calendar, Drive)
- Knowledge of Bay Area independent and public high schools preferred
- Passion for the role and the school and an understanding of how the position supports the school's ability to meet its mission and vision every day







## HOW TO APPLY

Please use this [link](#) or scan the QR code to complete the application form and submit the requested materials.



Interested candidates should submit the following:

- Cover letter addressed to The San Francisco School search advisory committee
- CV or résumé
- Educational Philosophy
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you)





# ACCREDITATIONS AND ASSOCIATIONS

California Association of Independent Schools (CAIS)  
National Association of Independent Schools (NAIS)  
California Teacher Development Collaborative (CATDC)  
People of Color in Independent Schools (POCIS)  
National Business Officers Association (NBOA)  
California Independent Schools Business Officers Association (Cal-ISBOA)  
Council for Advancement and Support of Education (CASE)



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