



JOB TITLE: College Counseling and Learning Services Assistant

CLASSIFICATION: Non-Exempt / Part Time

Marin Academy is seeking an Assistant who will partner with both our College Counseling Office and Learning Services Office. Over the course of the year, the Assistant will spend the majority of their time in college counseling (20 hours/week) and 10 hours per week in learning services.

The College Counseling and Learning Services Office Assistant is a .75 FTE part-time position responsible for helping the Directors of College Counseling and Learning Services maintain and support the work of their respective offices. In college counseling, this role will contribute to the paths to success of our students and families in the college application process, which we define in four our four values: choices in where they enroll, increased self-awareness, intrinsic source of self-worth, and cultivating autonomy. In learning services, this role contributes to the support of our students with diagnosed learning disabilities. Through our work, students develop self-advocacy, self-awareness, and metacognitive skills that serve them through their academic career and beyond.

The following include some of the primary responsibilities of the position in college counseling:

Transcript Preparation and Maintenance

- Includes working with the registrar to ensure that all transcripts for seniors are updated, complete, and accurate. The assistant will also be responsible for sending all senior transcripts to the colleges.

College Visits

- Responsible for scheduling and promoting the visits of college representatives throughout the year.

Standardized Testing

- Helps to maintain standardized testing score reports and disseminate information regarding SAT, ACT, PSAT, SAT Subject Tests, and AP tests.

Evening Programs

- Helps the office prepare for several evening programs. Plays an integral role in planning the area Case Studies Program.

Data Entry & Maintenance

- Maintains and updates student statistics with regards to college applications, test scores, college matriculations. Ability to utilize SCOIR and Blackbaud to generate reports.

College Counseling Office

- Helps to maintain and update the office with new materials and create an environment that is warm and welcoming to students, parents, faculty and staff.

Miscellaneous Duties

- The Office Assistant will be responsible for handling various duties throughout the year that may include proofreading letters of recommendation, maintenance of college counseling folders, proctoring AP and PSAT exams, maintaining the office while the College Counselors are traveling and more.
- Ensures the College Counseling portion of the MA website is updated.
- Researches and updates scholarship opportunities for students.

Familiarity with the following tools: SCOIR; Blackbaud; Google suite including sheets, docs, and forms; Eventbrite; Slack

The following include some of the primary responsibilities of the position in Learning Services:

Standardized Testing

- Works with Director and Associate Director of Learning Services to communicate with families and manage applications for accommodations to ACT/SAT for all students who qualify for accommodations (includes LD students, as well as students who qualify for other medical reasons)
- Works directly with families to coordinate and manage special weekend SAT/ACT accommodations and testing and assists with proctoring as needed (approximately 6 weekends a year)
- Trains, coordinates and manages special testing proctors according to strict policies and procedures as laid out by SAT/ACT
- Keeps students and parents informed about standardized test dates and deadlines

Learning Services Office

- Assists in maintaining electronic and other files for students with learning disabilities
- Manages mass communication documents to parents from LS office
- Maintains updated accommodations list for school as well as for standardized testing agencies
- Manages billing from outside vendors, including psychologists, weekend proctors and tutors

Transition to College

- Manages annual meeting with 12th grade students to discuss the transition to college
- Updates and maintains our Canvas page for this event, including researching and updating learning services support offices in colleges nationwide
- Prepares and shares electronic copies of all evaluations and profiles for alumni students

Exams

- Helps coordinate accommodations for students in preparation of exams

Miscellaneous Duties

- The Office Assistant will be responsible for handling various duties throughout the year that may include communicating with teachers to confirm accommodations are consistently implemented, occasionally proctoring students for school assessments, and/or proctoring or serving as a “reader” for AP, SAT, ACT or PSAT exams.
- Ensures the Learning Services portion of the MA website is updated.

Familiarity with the following tools: Blackbaud; Google suite including sheets, docs, and forms; Canvas Learning Management System

In addition to the duties listed above, Marin Academy expects the following of each employee: adheres to Marin Academy policies and procedures; works in a safe manner; performs duties as

workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in MA events as needed or required; and completes other duties as assigned.

REQUIREMENTS:

- Bachelor's degree required
- Previous employment as a counseling assistant preferred
- Knowledge of SCOIR program and college process strongly preferred
- Previous experience as a testing coordinator strongly preferred
- Excellent written and verbal communication skills required
- Strong attention to detail required
- Excellent interpersonal skills required
- Familiarity with social media platforms
- Proficiency in Spanish preferred
- Successful completion of a background check

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties
- Noise level in the work environment is typical of that of an office
- May encounter frequent interruptions throughout the work day
- May sit for extended periods of time
- May use repetitive hand motion, handle or feel, and stand, walk, reach, bend or lift up to 20 pounds

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer and welcomes candidates with a progressive and innovative mindset and a commitment to diversity, equity and inclusion in the workplace. Salary and benefits are very competitive.

For more information about Marin Academy, please visit our website (www.ma.org).

Please submit resume and letter of application to:

Francesca Johnson
Director of Human Resources
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1600 Mission Avenue

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fjohnson@ma.org