

Assistant Director of College Counseling, Testing and Compliance

The ideal candidate will provide college counseling to a diverse ethnic, socio-economic, multicultural population of students and families. In addition, in accordance with FHSAA and NCAA requirements, he or she will serve as Coordinator of Compliance, guiding students and families to meet requirements to complete athletically at the high school and collegiate level.

PRIMARY FUNCTIONS/JOB RESPONSIBILITIES

Compliance

- Serve as primary Coordinator of Compliance, monitoring the academic progress of student-athletes who look to qualify and participate in NCAA/NAIA athletic competition in college.
- Work with the Director of Athletics and Dean of Enrollment Management to ensure domestic and international student eligibility with the Florida High School Athletic Association (FHSAA)
- Collaborate with the Director of College Counseling and the Dean of the Upper School to track progress for NCAA initial eligibility, tracking core requirements and 10/7 rules for students to compete at the collegiate level.
- Advise Dean of Enrollment Management with incoming student admissions review to counsel on incoming credits and progress for graduation

College Counseling

- Under the supervision of the Director of College Counseling, serve as a member of the college counseling team supporting Upper School students in the college process.
- Remain current regarding information on colleges, scholarships, financial aid, issues and trends in college life, college admissions, & testing.
- Attend professional conferences, meetings, and workshops to gather information and sharpen professional skills.
- Visit college and university campuses on sponsored tours each year to learn more about those institutions and to raise their interest in Montverde Academy's students.
- Meet regularly with students and parents--approximately 30 seniors each Fall & Winter and 30 juniors each Winter & Spring.
- Present college opportunities & options, assist with college applications, and provide support for scholarship searches for students and parents.
- Write approximately 30 letters of recommendations for seniors.
- Respond to email and phone messages from parents, students, and universities
- Work collaboratively with a skilled and seasoned College Counseling office to provide information and resources to faculty, staff and administration regarding admission trends and updates

Testing Coordination

1. Serve as the primary AP testing coordinator, organizing and administering the year-end Advanced Placement testing
2. Manage the ordering, receipt, distribution, administration, and return of AP Exam materials
3. Work with Upper School Faculty to provide information on testing, including dates and method of administration

Qualifications: Bachelor's degree required, Masters Degree preferred. Experience in working with high school/college population desired. Prior job experience working with high school and/or collegiate athletics preferred.