



Lake Highland Preparatory School Position Announcement

College Counselor

About Lake Highland Preparatory School

Lake Highland Preparatory School is Central Florida's premier, private, college preparatory school for Pre-K through 12th grade. When students enter our classrooms, they meet energetic educators who are passionate about what they teach and who focus on developing the greatest potential of each student. Our classes are small, providing the optimal setting for students to be encouraged and inspired.

At Lake Highland Preparatory School, students learn to question, create, challenge, analyze, and speak and write critically. They love learning, and each day we watch them reach for excellence, seek new discoveries, shine on the stage, and thrive in athletics. We not only prepare our students for success in college and beyond, but we also teach them to be compassionate leaders who make ethical decisions.

Mission

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

Vision

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative and ever-changing world. The school's "whole child" approach fosters confident, competent, and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

Summary

Lake Highland is seeking a qualified and motivated College Counselor to provide college and academic advising to approximately 45 to 50 students, beginning with the junior class in December through graduation. This is a 12 month position reporting to the Dean of College Counseling and Guidance. The candidate will be joining a dedicated team of professionals including two college counselors, three school counselors, two assistants and a registrar.

We encourage applicants from underrepresented groups to apply.

Responsibilities

- Embrace the mission, vision and culture of Lake Highland Preparatory School.



- Partner with parents to help students navigate the college process, which includes initial family meetings with students and parents, followed by multiple meetings with students.
- Serve as primary advocate for students which includes, reviewing academic schedules, writing letters of recommendation and reaching out to college representatives when appropriate.
- Collaborates with counseling team to plan college advising events for juniors and seniors.
- Support school counselor initiatives and programs for freshmen and sophomores including Freshmen Focus, a one semester foundation course for ninth graders.
- Proficient in standard technology including Naviance and SLATE.
- Enthusiastically engage in professional development opportunities including college tours, as well as local and regional organizations.
- Participate in faculty and grade-level meetings.
- Perform additional duties as assigned, including occasional evening and weekend programs (e.g. Senior Kick-off meeting, Back to School Night, College Application Night).

Education/Experience

Candidates should have a bachelor's degree and at least 3-5 years of experience in selective college admissions and/or high school college counseling. A Master's degree is preferred.

The ideal candidate possesses the following qualities:

- Genuine enthusiasm for working with students and helping them navigate a constantly evolving college landscape.
- Desire and ability to establish a trusting relationship with students, parents, and college admission professionals.
- Spirit of collaboration and willingness to support the initiatives of other team members, faculty and administration.
- Excellent time management and organizational skills to work in a fast paced environment.
- Commitment to supporting a growth mindset and continued ongoing professional development.
- Professional integrity and commitment to developing cultural competencies.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

Background Screening: LHPS conducts background checks, including fingerprinting and drug testing and may use a third party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Lake Highland Preparatory School is an Equal Opportunity Employer.