



(The Rev'd) David O. Browder, Rector | Michael F. Cusack, Jr., Headmaster

### **Director of College Counseling 2021-2022 Academic Year**

Saint Thomas' Episcopal School (STE) is seeking a Director of College Counseling. We are seeking a leader who is enthusiastic about Christian education, passionate about working with students, and committed to the development, growth, and success of all his/her students.

#### **Essential Duties and Responsibilities**

- Advise 9-12th grade students on the application process and matriculation to college. Included in this duty is one-on-one advising for 9th-12th grades. Individual meetings with parents and students, group information sessions, and classroom guidance are just a few of the ways information is disseminated.
- Educate students and parents about colleges, the college admissions process, trends, procedures, and testing; advise and support seniors and families as they go through the process; and help students and families aspire realistically and choose wisely.
- Serve as an advocate and mediator for 12th grade students during the application process. Duties include, but are not limited to, setting up college visits to STE, writing letters of recommendation for seniors, helping seniors revise college essays, and serving as a general advocate for seniors with prospective colleges.
- Compile an annual Profile of the School, as well as information on grade distributions in junior and senior courses and courses offered at our school.
- Track, analyze, and collect data on all college admissions decisions and scholarships.
- Using the Naviance System, send all relevant college application materials for seniors, including transcripts, letters of recommendation, and other assorted forms.
- Serve as the Naviance System Administrator. Track progress, test scores, GPA, college lists, and other relevant information using the Naviance System.
- Advise 9-12th grade students on course selection.
- Serve as Testing Coordinator for grades 9-12. Order, proctor, and evaluate standardized tests including the PSAT, Pre-ACT, AP, and National Latin Exam.
- Develop positive relationships with parents and students based on mutual trust and respect.
- Support and nurture the social and emotional growth of students.
- Contribute to the school community by maintaining a positive attitude, fulfilling all required duties, and attending required events throughout the year, including professional development and faculty meetings.
- Promote the mission of Saint Thomas' Episcopal School individually and institutionally, support and implement the philosophy of a classical Christian education, and participate in building faith in the community.
- Other duties as assigned.

*Since 1955, forming honorable men and women through a classical education grounded in a Christ-centered worldview.*

## Qualifications

**Knowledge and Skills:** Necessary skills include excellent written and verbal communication skills, strong organizational ability, and the ability to meet deadlines.

**Education and Experience:** The ideal candidate will have a minimum of a Baccalaureate degree from an accredited college or university; strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of an independent college preparatory school; the ability to respond effectively to the needs of a diverse and demanding student and parent population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedures. Experience in college admissions or high school college counseling, teaching experience, and computer skills are plusses.

Qualified applicants may submit a resume and completed application (available at [stes.org](http://stes.org)) to Leah Faucett, Assistant to the Headmaster at [faucett.leah@stes.org](mailto:faucett.leah@stes.org).