



Director of College & Future Counseling & Impact Program Coordinator 2023-2024

Educational Philosophy & Core Values

At Cascades Academy, we deliver meaningful, challenging, and experiential education to inspire lifelong learners who are socially responsible individuals ready for a diverse and changing world. This work begins by building a community rooted in **belonging** and **joy** that also **empowers individuality**. With this relational foundation, our teachers ignite **curiosity** and guide students to **embrace challenge** while **learning by doing**. This approach cultivates engaged human beings who are equipped to navigate life with purpose and resilience so as to build a future of impact and meaning. Ultimately, we are in the practice of crafting transformation - both for our students and our world.

Position Overview

Cascades Academy was founded in 2003 with 61 students and a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 20th year, the school has grown to 240 students PK-12 and is excited to more fully realize its founding pillars while also deepening its commitment to diversity, equity and inclusion, social-emotional learning, and community partnerships in order to inspire lifelong learners. As part of its dedication to innovative education, the school recently adopted a competency-based learning model in the Middle School and will launch its first Mastery Transcript cohort in the Upper School fall of 2023.

Due to its small size, ability to attract highly talented and innovative educators, program agility, and location in the outdoor mecca of Bend, Oregon, the school is uniquely poised to continue to engage high school students in a successful, meaningful college and future planning process as part of their school experience. In order to continue its ability to support students as they transition to higher education and other pathways, Cascades Academy seeks a new Director of College & Future Counseling to continue to evolve the solid foundation in place that has helped prior graduates achieve a 100% college acceptance rate.

Position Description:

The Director of College & Future Counseling oversees all aspects of the college and future counseling process for graduating seniors, including assisting with submitting applications, writing and revising essays, and soliciting teacher recommendations, and as well as all aspects of the college and future decision-making process. The Director will be knowledgeable about all upper school students' college selections and post-graduation educational plans and will meet with all families in the process of college applications. Additionally, the Director of College & Future Counseling will coordinate the Upper School Impact Projects - key aspects of the upper school experience and meaningful ways to get to know students before and during their college admissions process.

The Director of College & Future Counseling reports to the Upper School Head.

Functions and Responsibilities

College Counseling and Future Counseling

Responsibilities include the following:

- Assume responsibility for counseling students in grades 9 through 12 (and their parents) in regard to the college selection, application, and admission procedures.
- Work individually with students and families to assist in college research, finalizing a college list, financial aid resources, scholarships, application organization, essay writing, and all documents required in the college application.
- Coordinate the program and calendar of all standardized testing for students including scheduling test dates, registering students, administering the tests, and providing pre-and post-test counseling.
- Maintain a strong working knowledge of colleges, universities, and any changes or shifts in the admissions process. Understand the college admission process at a variety of institution types and selectivity levels.
- Serve as the key liaison between the School, the Mastery Transcript Consortium, and all colleges and universities to which students are applying.
- Keep the Head of School and Upper School Head informed of processes, events, and individual student decisions.
- Oversee the faculty writing of the requested recommendations for students applying to college.
- Oversee visits to colleges and from college representatives; visit college campuses and establish relationships with college admission officers.
- Represent the school at relevant regional and national conferences and workshops.
- Update the college counseling handbook as necessary.

- Help the registrar keep accurate permanent records of students' testing and academic work.
- Develop summary reports on students' progress on standardized testing to the school community as appropriate.
- Connect with 8th-grade students and families to envision their high school experience and assist in their transition to the Upper School.

Teaching and Learning:

- Lead the 11th-grade Mastery Project, including supporting students in initiating and executing year-long apprenticeships, conducting research projects related to their projects, and presenting their experiences to the school community.
- Lead the 12th-grade Legacy Project including supporting students with project brainstorming, planning, execution, and follow-up while leaving a tangible, sustainable legacy for the school and greater community.
- Teaching one US elective per year in addition to the ACT / SAT prep course.

Other responsibilities would include

- Attending US division meetings as relevant and necessary as determined by the US Division Head.
- Attend Confluence, Fall & Spring Traveling School, and participate in Expeditions and the Winter Sports Program.

Administrative Duties

- Support the school and its leadership.
- Represent the school at gatherings and events.
- Support the Head of School and perform other duties as assigned.

Qualifications and Desired Characteristics

- Minimum five years of experience as a college and future counselor in an accredited high school.
- Prior experience with the Mastery Transcript Consortium and colleges accepting the Mastery Transcript.
- A record of connecting authentically with diverse individuals and groups, and demonstrated knowledge and skill in cultural competence.

- Deep knowledge/ skill in best practices in college and future counseling, progressive educational philosophy, preferably in an independent school, or educational non-profit and a track record of innovative ideas.
- Work effectively one-on-one with students and be able to address small or large gatherings of people to discuss the college admission and research process.
- Ability to manage multiple tasks in a fast-paced environment.
- A sense of humor, humility, and the ability to develop and relate to our students.
- Demonstrated commitment to advancing diversity, equity, and inclusion at an institution.
- Ability to inspire others toward action, both internally and externally.
- A community-based, collaborative leadership style.
- A record of team-building and cross-functional engagement.
- Exceptional energy and drive to engage regularly with higher education representatives on behalf of Cascades Academy.
- Superlative communication skills and the ability to clearly articulate the school's strengths and vision to accepting colleges and universities.
- Deep appreciation and understanding of the school's mission, culture, and values.