

At Pacific Ridge School, our mission statement drives all of our work: *In a community that fosters academic excellence, ethical responsibility and global engagement, Pacific Ridge School prepares students for college and a purposeful life.*

Position Summary

In support of the School's mission, a Director of College Guidance reports to the Executive Director of College Guidance and works in tandem with College Guidance colleagues to further develop a dynamic college guidance program which values the growth mindset, coaches the deliberate development of a personal skill set and autonomy, supports and prepares students to lead a college search and application process informed by personal priorities and focus, calms and educates parents. The Director must have the ability to forge an empathetic and easy working relationship with students, parents and colleagues. This position is a 12-month role which is expected to be on campus during College Guidance office hours/days.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Collaborates in advising students—as a support to a strong grade-level advisory program, in small groups, and one-on-one—in a tight-knit, entrepreneurial-minded school population
- Writes well-crafted and detailed recommendation letters that reflect familiarity with 30-35 students' academic achievement and community engagement
- Initiates the ongoing development of an established program, brainstorming adjustments, efficiencies, and improvements as one of a four-counselor team working cooperatively with faculty/admin/staff
- Brings working-knowledge of technology platforms as referenced below and takes the lead in developing search engines, matching student preferences with: summer enrichment, job shadowing and internship opportunities, scholarship opportunities and applications
- Engages in the life of the School by attending regularly scheduled grade-level team meetings, school events, sharing in chaperoning duties with faculty throughout the year and global travel as required in spring
- Represents the School at conferences and on counselor visits to college campuses and takes on research projects to advance the dynamics of the School and a comprehensive, informed College Guidance program
- Supports standardized testing supervisor as a proctor in the administration of the PSAT, P-ACT, and AP testing
- Coordinates testing fee waivers for qualifying first-generation students, works with Director of Community & Inclusion/OG program to cover expenses associated with college applications and college fly-in programs
- Takes initiative to be active and present in NACAC, WACAC, CAIS and ACCIS membership, both as a representative of the School and as a colleague eager to learn and contribute, perhaps lead a committee
- Ease with educating and presenting to a number of school constituents, including but not limited to families, prospective families, faculty, administration, the Board of Trustees, visiting admission officers, vendors, fellow counselors and college colleagues in the region and nationwide
- Collaborates and contributes with eagerness to the smaller details of NACAC regional fairs, Coastline Case Studies, educational events in the region that address issues crucial to our work and promotion of the School
- Commits to building working relationships with college admissions officers that further their understanding of the School and each applicant
- Takes initiative & is responsive
- Performs other duties as assigned: initiates & manages fall visit schedule for colleges coming to campus; supervises College Guidance office support (Registrar) and brainstorms data for reporting and presentations for colleagues (new faculty, faculty meetings) etc.

Qualifications

- Bachelor's degree required, master's degree preferred
- Minimum of 5 years of experience in school-based college guidance preferably in a rigorous independent school environment; college side experience welcome
- Excellent public speaking skills, extremely organized and adept in multitasking with frequent interruptions
- An ability to learn user-friendly software and to utilize it with accuracy and efficiency, including but not limited to Microsoft Office, Outlook, Google Suite, Veracross, SCOIR, Schoology, Slate, College KickStart, College Board Big Future, and seasonal updates to central resources
- Self-contained with a high level of accountability for the smallest of details, including but not limited to the transmission and receiving of student records and impeccable follow-through
- Ability to write well and to organize, plan, carry out advocacy calls supporting applicants under review with colleges and details of the applicant pool in context
- Comfortable with visibility in the School community and an ability to recall many names, faces and details
- A person who thrives in collaboration, shows patience and enthusiasm for teenagers and parents, and holds a healthy respect for the art of teaching and blending our programming ideas with co-curricular intentions of the School