



**Job Title: Director of College Guidance**

Position Title: Director of College Guidance	Reports to: Head of School
Job Category: Professional	FLSA: Exempt
FTE: 1.0, Full-Time	Current Date: May 2023

**General Summary:** Provides leadership to the College Guidance department to support the School’s mission by preparing students and their families to make well-informed decisions regarding all aspects of the college preparation and application process. Leads students towards fulfillment of their potential for intellectual, emotional, social, and physical growth and maturation. Performs complex professional work, while counseling and motivating students to reach their college admissions goals in a safe and caring college-preparatory learning environment.

**Essential Duties and Responsibilities:**

Departmental

- Formulates departmental goals consistent with the School’s philosophy and policies.
- Supervises a dynamic, highly collaborative office of three counselors and an associate.
- Designs, coordinates, implements, and monitors a comprehensive career and college guidance program for all Upper School students and their families.
- Collects, analyzes, and shares data with relevant administrators and academic departments in support of student growth and understanding the higher education landscape.
- Supports faculty in teacher recommendation writing, encouraging student enrichment opportunities, and advising on scheduling matters.
- Oversees coordination with Athletic Director in support of student athletes, and Performing Arts faculty in support of visual and performing student artists.
- Oversees School nomination process for selective scholarship opportunities.
- Presents to the Board of Trustees and administration annually and as requested.
- Develops and manages an operating budget for the department.
- Establishes procedures for management of student records and assists in their design to accurately convey student growth.
- Supervises the processing of transcript and document requests.
- Evaluates, selects, and implements technological supports related to the college search and application process (Naviance, Common App, College Kickstart, etc.) and demonstrates proficiency in their use.
- Oversees the coordination and execution of the program and calendar of standardized testing for Upper School students, including scheduling test dates, registering students, discussing test preparation, test administration, fees, accommodations, and providing pre and post-test counseling.
- Makes recommendations about professional development for department members in collaboration with administrators in support of institutional priorities.
- Represents USM at professional conferences and to colleges through visits to college campuses and fostering relationships with admissions officers.
- Designs and conducts college counseling classes, individual and small group seminars, and evening programs in all areas of college counseling.

- Attends and participates in professional meetings, including collaborative teams, US meetings, and professional development.
- Serves as primary counselor to approximately 35 students per grade, providing individualized support to students and families in all aspects of the college search and application process, including writing knowledgeable and specific letters of recommendation
- Completes other tasks as deemed appropriate by the Upper School Administration.

**Knowledge, Skills and Abilities:**

- Strong content knowledge of the selective college admission process and private or independent college-preparatory schools
- Excellent organizational skills with a strong degree of self- direction, efficiency, and motivation
- Strong knowledge of developmental needs of students and assessing them
- Ability to lead and motivate staff
- Desire to work with a diverse and demanding student and parent body
- Ability to work collaboratively with others and maintain positive professional relationships
- Ability to read, comprehend, follow and give oral and written instructions
- Exceptional writing, presentation, and communication skills
- Strong interpersonal skills
- Secure knowledge of best practices in instruction
- High level of maturity, confidentiality, and assertiveness
- Capable of using tact and diplomacy in dealing with others
- Capable of competently operating technology

**Education and Experience:**

- **Master’s Degree in College Counseling, Education, or related field**
- **5-8 years school college guidance experience**
- **Selective college admissions experience strongly preferred**
- **Administrative and/or supervisory experience preferred**
- **Experience in educational technology**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%



THE EXPERIENCE FOR A LIFETIME

Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.		X		
Lifting/pulling/pushing up to 5-25 lbs. (i.e. boxes of books and mobile computer carts, etc.)		X		
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

**Working Conditions:** Good working conditions in a school environment

**Drug Free Workplace:**

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.



**Disclaimer:** *The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*