



POSITION: Full-time Upper School Director of College Counseling

Lake Mary Preparatory School, founded in 1999, is ranked as the #1 Best Private High School in Seminole County. We are part of ISP's global community and serve students in grades PreK 4 through 12. Our mission is to ignite the full academic potential of each student through engaging instruction, meaningful feedback, and authentic assessment in a supportive, student-centered environment.

Begin with our children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Well-being and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences, and promote the well-being of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

SUMMARY OF POSITION: Lake Mary Preparatory School seeks an experienced, thoughtful, and passionate Director of College Counseling to lead the college counseling process within our Upper School beginning in the 2026-2027 school year. The Director of College Counseling oversees and coordinates the Upper School's college counseling program in its entirety and serves as the primary resource and advocate for our students and their families. The Director works closely with our Upper School Leadership Team on academic matters and advising, specifically in course scheduling, and with the school registrar. At LMP, the goal of the college counseling process is to support and keep students at the center so that they may grow and identify their postsecondary futures with confidence and enthusiasm.

KEY RESPONSIBILITIES:

- Provide vision and strategic leadership for the Upper School College Counseling program, ensuring alignment with Lake Mary Prep's mission, values, and academic philosophy
- Develop, evaluate, and refine counseling policies, timelines, and programming in response to an ever-evolving college admissions landscape
- Build authentic relationships with students and families and communicate with warmth and clarity
- Counsel and advise students/families on what to expect in the college admissions process as early as middle school
- Facilitate the mechanics of the college application process with a full caseload of Upper School juniors and seniors and their families
- Identify potential scholarship and summer program opportunities for students
- Develop and maintain the Upper School master schedule in conjunction with school administration
- Write thorough and supportive letters of recommendation as requested
- Lead the design, planning, and execution of college counseling presentations that educate and support students and families throughout the college process, including evening and weekend programming in person or virtually
- Participate in Central Florida College Counseling Consortium programming with other local private school counselors
- Support the financial aid process and assist seniors with completing FAFSA, FFAA, CSS Profile, iDocs, and all other related documents
- Provide students with tools to discover their strengths and build academic and personal skills
- Oversee Advanced Placement testing registration and administration as the AP Coordinator
- Oversee PSAT testing for students and advise on SAT/ACT/CLT preparation classes for juniors and seniors
- Cultivate relationships and represent LMP to colleges, universities, and professional organizations to strengthen opportunities and visibility for students through opportunities like campus visits from college representatives during the academic year
- Analyze student data and develop data-driven programs for intervention action plans
- Serve as a visible ambassador and spokesperson for Lake Mary Prep's college counseling philosophy and outcomes
- Perform other duties as assigned

QUALIFICATIONS NEEDED:

- Bachelor's degree required; Master's degree preferred
- 3+ years experience in high school college counseling or college admissions
- Must have strong organizational and communication skills, verbal and written
- Comprehensive understanding of national and international college admissions trends, practices, and ethics
- Experience and operational proficiency with regard to college counseling and high school document management platforms like SCOIR, [Slate.org](https://www.slate.org), Finalsite, and Blackbaud helpful
- Ability to maintain a strict code of respect and confidentiality
- Understanding of test construction and ability to interpret educational test data
- Ability to evaluate student transcripts
- Ability to plan, organize, and implement meetings and presentations involving a variety of topics and personnel relevant to the college application process, financial aid, and standardized testing

SALARY: Salary commensurate with experience

BENEFITS: Comprehensive benefits to include: medical, dental, vision, 401 (k) plan, paid time off

Interested candidates, please submit the following:

- Cover Letter
- Resume
- Three professional references

E-Verify Participation:

Lake Mary Preparatory School (LMP) and ISP U.S. participate in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S.

ISP Commitment to Safeguarding Principles

LMP and ISP are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All postholders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

ISP Commitment to Diversity, Inclusion, and Belonging

LMP and ISP are committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, Sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background, or other demographic characteristics.