



Job Description: Director of College Counseling

Main Job Tasks and Responsibilities

- Build upon the current 4 year program for college counseling at Soong Ching Ling High School
- Teach the college counseling curriculum
- Advise students and parents about course choice in the High School and the relationship of course choices to college admissions
- Guide students and parents through the college admissions process using a “best fit” paradigm
- Manage a team of college counselors as the school grows
- Establish a college counseling office with relevant print and electronic resources
- Be familiar with standard tools of college counseling: the Common Application; the SAT, ACT, and other admissions tests; the recommended standardized testing calendar
- Implement appropriate and secure application systems: Naviance, or other recognized platform
- Be familiar with the Advanced Placement program and how it relates to college admissions
- Create and update college counseling documents: student and parent handbooks, transcript, school profile, etc.
- Cultivate relationships with university systems in the US and other destination countries (UK, Canada, Australia, etc.); visit college and university campuses; host college representatives at our school
- Plan all parent and student events related to college counseling
- Train teachers on writing letters of recommendation
- Member of senior leadership team, reporting to HS Principal

Qualifications

1. Strong work ethics and personal integrity
3. Enthusiasm for the work of advising adolescent and their families through a significant milestone
4. Superior written and verbal communication skills
5. Excellent organizational skills
6. Minimum of Master’s Degree and 10 years’ experience in college counseling or college admissions

