

DIRECTOR OF COLLEGE COUNSELING JOB DESCRIPTION
LOUISVILLE COLLEGIATE SCHOOL

General Statement of Duties:

The Director of College Counseling organizes, directs and facilitates the school's comprehensive college counseling program for an upper school community of approximately 220 students. The Director of College Counseling may also teach and/or lead an extracurricular activity, dependent upon the needs of the school and the academic interests/experiences of the individual.

Reports To:

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

Duties:

- To counsel students in grades 9 through 12 (and their parents) in regard to the entire college selection, application and admission process.
- To write the official School Statement for every member of the senior class.
- To advocate on behalf of seniors for their candidacy at colleges and universities.
- To develop relationships with college representatives by scheduling visits to Collegiate's campus, participating in counselor tours, and planning visits to colleges.
- To assure that information systems within the College Counseling Office are efficient and up to date, including the *Naviance* database.
- To revise annually the school's official profile.
- To provide updates for the college counseling web pages.
- To communicate regularly with students and parents via email editions of a "College Counseling Update" that shares timely information and suggestions about the college application process.
- To maintain an attractive, informative and up-to-date College Counseling Center.
- To disseminate information regarding special programming, scholarships, contests, and summer opportunities received by the counseling office.
- To advise students and families about their responsibilities and opportunities in regard to standardized testing.
- To oversee and train faculty writing of requested recommendations for students applying to college.
- To inform faculty of the curricular expectations of selective colleges.
- To report to the faculty and Board of Trustees about trends and developments in college admissions.
- To serve as the school's PSAT Coordinator and A.P. Coordinator for the College Board.
- To represent the school at relevant state and national conferences and workshops.
- To represent the school at various gatherings (open houses, fairs, etc.).
- To perform other duties as assigned by the *Head of School*.
- To support the school and its leadership.

The start date for this position is July 1, 2010.