JOB DESCRIPTION

JOB TITLE: Dean of College Counseling
DEPARTMENT: Administrator High School
REPORTS TO: Head of School

JOB SUMMARY
The Dean of College Counseling understands and appreciates the complexities of the college admission process and provides support and guidance to students and their parents/guardians as they navigate the college process from ninth through twelfth grades. The Dean of College Counseling works closely with the Associate Dean of College Counseling, Asst. Head of School for Program, Dean of Students, School Counselor, Department Chairs, Director of Admission, and Grade Deans in ensuring that students are meeting academic standards and graduation requirements in preparation for the college admission process. The Dean of College Counseling is responsible for overseeing all activities, programs, policies, and procedures related to college admissions. Reporting to the Head of School, the Dean is also a member of the Administrative Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The Dean of College Counseling is responsible for administering all aspects of the college search and admission process, including the following:

- Plan and conduct research on college counseling issues and trends in college admission, and report on findings and propose, as needed, new or modified college counseling policies and practices
- Advise and support 11th and 12th grade students and families as they go through the college admission process; help students and families aspire realistically and choose wisely; meet with juniors and seniors, individually and in groups, to talk about the process and individual college choices; keep families informed through newsletters and other communications regarding test dates, local college events, financial aid, etc.
- Provide 9th and 10th grade families with preliminary information regarding the college process
- Annually update the College Counseling Office Sourcebook and School Profile to ensure that Burke is effectively portrayed to colleges and universities
• Direct the review of the design and content of school transcripts for clarity and accuracy
• Work with others in the community who support students, including teachers, grade advisors and coaches, to educate each regarding their roles in the process
• Meet with all college admission representatives who visit and facilitate meetings between college representatives and students
• Serve as a liaison with college admission offices throughout the year, including checking on applicants from Burke during review periods
• Direct the process of providing all school information such as transcripts, profiles, and recommendations to colleges and universities
• Write official school recommendations and supervise recommendations written by faculty and staff
• Provide guidance to faculty and staff in writing college recommendations that will prove helpful to students
• Work closely with the Asst. Head of School for Program, Learning Specialist and School Counselor to meet the needs of the students
• Maintain current knowledge of universities outside of the US (especially in the UK and Canada) to better serve a growing international student population
• Attend professional workshops in the field of college admissions to stay informed of new trends and participate in professional associations
• Visit college campuses to learn about new resources
• Provide college admission statistics, acceptance lists, and matriculation lists to Head of School and Board of Trustees
• Member of the Administration Team, Admission Committee, Department Chairs Meeting, and High School Administrative Team; other committees as assigned by the Head of School
• Supervise and evaluate Associate Dean of College Counseling and Testing Coordinator/College Counseling Assistant
• Represent Burke with outside organizations that include, but are not limited to, professional organizations such as NACAC, NAIS and ACCIS.
• Other duties as assigned by the Head of School

MINIMUM REQUIREMENTS

Education/Experience:

• BA required; MA preferred
• 5 years of experience in college admissions at a selective institution and/or has served as a college counselor in a secondary school
• Familiarity with independent schools and the nature of progressive schools is strongly desired

Knowledge, Skills, and Abilities:

The Dean of College Counseling should have excellent knowledge of:

• Standardized tests offered by the College Board and ACT
• Naviance
• Professional organizations such as NACAC, NAIS and ACCIS
• Use of technology, such as Prezi, PowerPoint, Microsoft Excel (other spreadsheets) perhaps, Publisher
• College admission related issues impacting students with learning differences
• Must be a strong writer and possess the ability to self-edit