



## Placement Counselor

Southern Teachers is the premier placement agency for private/independent schools in the South. For over a century, ST has helped tens of thousands of people start and advance their careers as teachers and school administrators. ST recruits, screens, and refers hundreds of talented candidates each year for faculty positions and leadership opportunities at the South's most outstanding schools.

Demand for ST's services continues to grow. We have significantly more applications from candidates than ever before. It's time to add another Placement Counselor to the team.

ST Placement Counselors work in the Charlottesville office. Their key responsibility is to conduct initial candidate interviews, usually by skype or telephone, to determine each prospective teacher's job search parameters, personal strengths, professional goals, and location preferences. They check references, ensure quality of candidate credential files and introductory videos, and maintain supportive relationships with all of their assigned teacher-hopefuls. They share wide-ranging clerical and office duties with fellow ST staff members, and they enjoy occasional teacher-recruiting trips to college campuses and career fairs.

ST Placement Counselors must

- ✓ be smart, diligent, detail-oriented, and comfortable with routine;
- ✓ have superior language skills, both oral and written, and unimpeachable integrity;
- ✓ have at least five years of highly successful K-12 teaching experience; and
- ✓ be willing to travel for recruiting purposes at least 6 weeks per year.

Ideally, candidates will have significant work experience in and familiarity with independent schools.

If you enjoy being part of a close-knit team and are highly motivated by helping others, this position offers you an excellent opportunity to join a traditional yet contemporary company on the rise. The position is entry-level, with commensurate compensation. Telecommuting is not an option.

To apply, please send a resume and cover letter, including your expectations for compensation, as two separate PDF or MS Word attachments to [Goodman@SouthernTeachers.com](mailto:Goodman@SouthernTeachers.com). Please write "Placement Counselor" in the subject line.

Employment and duties will begin Summer 2018 as soon as we identify our next star!