Southern Teachers is assisting Webb School of Knoxville with its search for a Director of College Counseling to lead and manage the college counseling department and all programs associated with the college preparation and admissions process. The Director will be a team-oriented, effective manager and leader with a demonstrated interest in and capacity for working with high school students, their families, college representatives, faculty, and administrators. The Director reports to the Head of Upper School in this twelve-month administrative position.

The Director collaborates with the college counseling team to continue developing a comprehensive college counseling program that meets the needs of the Webb community. He or she guides a cohort of seniors and their families through the college preparation and admissions process, works with the Admissions Office to market the school and share college-related news, and oversees publication of the school’s academic profile. The Director keeps abreast of current trends in college admissions by attending national and regional conferences, visiting colleges to promote and market Webb’s curriculum, and forging relationships with college admissions officers.

Candidates must have extensive experience in and knowledge of college counseling or college admissions, and they must have excellent writing skills to craft recommendation letters with relevant student information. They must be confident public speakers who enjoy leading events for students, parents, and colleagues and building relationships with students to help them relate their abilities, aptitudes, and interests to their future goals and college plans. Candidates holding advanced degrees are preferred.

Founded in 1955, Webb School of Knoxville is a coeducational college preparatory day school of over 1,000 students in grades Pre-K thru 12. The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body, and character. Webb School of Knoxville faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, and to help each student reach his or her full potential.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins no later than July 2022.