Southern Teachers is assisting The Donoho School as it seeks a college counseling professional to provide outstanding leadership for its successful college admission process. The desired candidate will have demonstrated commitment to the education of young men and women and the ability to coordinate a program that will effectively counsel motivated students and their families. The Director of College Counseling is a key member of the Upper School administrative team, possesses a large degree of autonomy, and provides counsel, support, and coordination to a diverse population of approximately 150 Upper School students and their families.

The Director of College Counseling oversees all aspects of the college counseling process and works closely with administration and faculty to assist with the college essay and college recommendation writing process. The Director will be knowledgeable about all Upper School students’ college selections and will meet with all families in the process of college application. He or she will coordinate with members of the Upper School administrative team to advise students on course selections; write effective letters of recommendation and communicate regularly with colleges; organize and submit support materials for college and scholarship applications, including recommendations and transcripts; identify scholarship opportunities and shepherd processes for graduating seniors; maintain the school profile; and educate incoming high schoolers about the Naviance Program.

The Director plans and hosts on-campus programs for parents, students, and college representatives; attends regular grade-level, faculty, and division meetings; works effectively with the Office of Admissions and the Office of Communications to market the school and share college-related news accurately and regularly; represents The Donoho School at regional and national conferences; visits colleges; and serves as School Testing Coordinator overseeing the administration of SAT, ACT, AP, and ACT Aspire testing.

Founded as The Anniston Academy in 1963, The Donoho School was renamed in 1976 after its founder and benefactor, Harriet Donoho. For nearly sixty years, the school has enjoyed a healthy expansion to meet the growing needs of the community and has grown into a premier PreK-12 college preparatory school in Northeast Alabama. At Donoho, academics are celebrated, imagination is embraced, and leadership is fostered in its college-bound students. The school’s mission and core values encourage students, teachers, and parents to Live with honor, Engage their passions, Act with humility, and Delight in wisdom.

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 in July 2022.