Southern Teachers is assisting Oldfields School in its search for a Director of College Counseling to implement the school’s college counseling program and guide students and families through the full college exploration, application, and matriculation process.

The Director of College Counseling oversees the college counseling program and educates and advises students and families about options beyond high school; the college search, standardized testing, applications, the selection process; financial aid and scholarships; and summer programs. The Director communicates regularly with students and parents to explore college or other post-graduation options; serves as the primary resource for students and families throughout the college search, application, and admissions process; works intensively with each student to develop an appropriate, individualized list; guides students and families in utilizing Scoir; monitors student progress throughout the application process; and writes recommendation letters for each senior and for underclassmen needing letters for summer programs. He or she assists students in generating their application accounts, proofreads applications, guides them through the essay writing process, and practices interview skills with them to prepare for interviews. The Director develops relationships with college admissions representatives and schedules and hosts virtual and campus visits; facilitates meetings and interviews with students; and assists students in scheduling campus visits. He or she prepares the School Profile, manages data in SCOIR, sends school credentials and supplementary materials to colleges, creates reports for the administrative leadership team and trustees, oversees the office budget, and serves as the school’s testing and SSD coordinator. A fully engaged member of the school community, the Director coaches or leads activities, serves on the weekend duty rotation, and typically teaches one class.

Ideal candidates will have a degree in a relevant field, previous work in a college counseling office, and experience in teaching and developing programs. He or she will have strong organization and communication skills, a customer service orientation, and a high degree of integrity, cultural competency, energy, and enthusiasm. The Director will enjoy working with high school students, be able to inspire and support all kinds of learners, and have a keen interest in and deep commitment to the value of a single-sex education and a demonstrated commitment to equity and inclusion. Familiarity with or ability to quickly learn G-Suite applications is essential.

Located on 140 acres in northern Baltimore County, Oldfields School is an all-girls international boarding and day school serving approximately 100 students in grades eight though twelve. For over 150 years, Oldfields has focused on “Each Girl’s Success,” combining tradition and innovation while remaining true to its fundamental motto, Courage, Humility, and Largeness of Heart. With under ten students in most classes, every girl is known. All voices are heard. Its small classes provide big opportunities for each girl to contribute and shine in her own way. The magic of Oldfields is how girls feel when they are on campus—excited and challenged—and at the same time, comfortable and at home.

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 August 2022.