Southern Teachers is assisting National Cathedral School (NCS) in its search for an Assistant Director of College Guidance to support the school’s student-centered model for college guidance and to contribute to an atmosphere in which all are valued and supported. This is a 12-month position that reports to the Director of College Guidance.

The Assistant Director will work closely with the Director and an additional Assistant/Associate Director to counsel a class of approximately 80 students and families through the college search and admission process. He or she will organize and present workshops and meetings for parents and students; conduct individual and small group meetings with students and parents regarding the college application process; contextualize outcomes of college decisions; and write letters of recommendation for assigned students. The Assistant Director understands and uses admission data and trends, establishes relationships with college admission officers, and participates in professional development opportunities. She or he assists with standardized testing for PSAT and AP exams (NCS is not an SAT or ACT national test center). The Assistant Director is fully engaged in the school community and serves other duties including advising a group of students.

Qualified candidates hold at least a bachelor’s degree and three to five years of experience in college counseling and/or college admissions. Superior oral and written communication skills and the ability to organize and meet deadlines are essential requirements for this position. The Assistant Director will be adept at working in partnership with students to help them articulate their admissions profiles to colleges and universities and will exhibit creativity, enthusiasm, and a demonstrated interest in working with teenagers.

Located adjacent to the National Cathedral in Washington, DC, National Cathedral School serves nearly 600 girls in grades four through twelve. As an Episcopal school, NCS welcomes people of all backgrounds and faiths. NCS is committed to leadership in multicultural education and a culturally diverse faculty and staff. Faculty and staff are intellectually curious, flexible, and collaborative and view teaching as an engaging vocation. NCS students are engaged, fun, kind, and confident and love to be challenged.

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.