Assistant Director of College Counseling
Saint Mary’s Hall
San Antonio, Texas

Southern Teachers is assisting Saint Mary’s Hall with its search for Assistant Director of College Counseling and Testing Coordinator to build supportive relationships with students and parents, Forms 9 through 12. The Assistant Director will collaborate with the College Counseling team and all school constituencies and be an active and visible member of the school community. The Assistant Director will be an industry leader with knowledge of current educational trends at both the secondary and the collegiate levels and will provide insightful and appropriate counseling to SMH students and families.

The Assistant Director will meet frequently with assigned students, both one-on-one and in small groups, to give advice on academic and extracurricular choices and raise questions that encourage self-reflection and self-exploration. He or she will write official school recommendations, develop and instruct a college counseling curriculum for all Forms, particularly Forms 11 and 12; meet with college admissions representatives on the SMH campus; and coordinate AP, PSAT, and SAT administrations. The Assistant Director will participate in regional, state, and national professional organizations; travel to conferences and college campuses to gain insight and develop relationships; serve as liaison to The College Board and other standardized testing agencies; and engage in professional development relative to standardized testing. Other duties include helping with course counseling, collaborating in the development of student wellness strategies, providing parents a key point of contact for college admission-related questions, serving as academic adviser to a small number of students, helping students craft Four-Year Academic Plans for their class schedules, and facilitating two Camp College week-long summer programs.

Ideally, candidates will hold advanced degrees in applicable fields and have at least two years of experience in counseling, college counseling, college admission, or independent school teaching, coaching, or advising. They must be exceptional writers and speakers and be proficient with technology, Word, Excel, and PowerPoint. The Assistant Director must be a student-centered, collaborative, transparent, accessible leader who is adept at building relationships with parents and a diverse, high-achieving student body and is knowledgeable about college academic programs, admission policies, and procedures.

Founded in 1879, Saint Mary’s Hall is a co-educational day school serving students of all faiths in grades prekindergarten through twelve. Situated on a picturesque, tree-covered sixty-acre bluff above Salado Creek in Northeast San Antonio, the school serves all students in a beautiful state-of-the-art facility. Saint Mary’s Hall is a special place built on strong community bonds, rich traditions, and a culture of belonging for all students. Graduates leave Saint Mary’s Hall confidently armed with the skills, knowledge, study habits, and self-awareness needed to thrive in college and find fulfillment in life.

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.