Southern Teachers is assisting St. Andrew’s with its search for an Associate Director of College Counseling to help guide students and families in every aspect of the college application and selection process. The Associate Director is responsible for counseling up to half of the junior and senior classes, which begins with student-and-parent meetings in January of junior year to create preliminary lists of colleges based on the student’s profile, interests, and needs.

The Associate Director advises juniors and seniors as they select courses and standardized tests (SAT/ACT); prepares students and parents for meaningful campus visits and interviews; advises students regarding essay topics and other application questions; proofreads essays and applications; provides financial aid referrals upon request; and writes letters of recommendation for all students with whom he/she works. As Special Accommodations Testing Coordinator, the Associate Director meets with parents and students regarding all aspects of extended time testing; organizes paperwork for nonstandard administration of SAT, PSAT and AP tests; and schedules proctors. As AP and PSAT Coordinator, he or she orders testing materials from College Board; schedules proctors; reserves testing sites; administers, collects, and sorts tests for return to College Board; and distributes score report information to students. The Associate Director compiles and disseminates information about financial aid, scholarships, and summer programs; attends day and evening meetings that address the college counseling process; meets with college representatives, especially those from the colleges to which assigned students are applying; and, as time permits, visits college campuses and attends annual conferences for the Association of College Counselors in Independent Schools, Potomac and Chesapeake Association of College Admission Counseling, and the National Association of College Admissions Counseling.

Candidates should have at least four years of experience in college admissions or college counseling. They should have outstanding written and verbal communication skills, extensive knowledge of colleges and their programs, exceptional time-management and organizational skills, general flexibility, good humor, and the ability to work effectively as a team member. Experience with Naviance is preferred.

The mission of St. Andrew’s Episcopal School is to know and inspire each child in an inclusive community dedicated to exceptional teaching, learning, and service. That ambitious mission remains the catalyst for aspirational values: inspiring community, dynamic growth, transformative achievement, and visionary leadership. St. Andrew’s is now the largest school in the Episcopal Diocese of Washington, having grown to 700 students in preschool through grade 12, including 46% students of color and international background.

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.