



# SOUTHERN TEACHERS

A G E N C Y

**Director of College and Career Counseling  
Asheville Christian Academy  
Asheville, North Carolina**

[acacademy.org](http://acacademy.org)

**Southern Teachers** is assisting Asheville Christian Academy as it seeks a Director of College and Career Counseling to provide scholastic guidance and planning for upper school students, acknowledging their strengths and their needs for improvement to support their acceptance for specific college programs. Supported by a full-time guidance assistant, the Counselor manages a caseload of students, providing them and their parents with strategies, support, and advice throughout their time at ACA and ultimately guiding them toward best choices for college enrollment. The Counselor meets with students individually and in groups to help them understand the selection and application process, admission trends, personal options, and resources for scholarships and financial aid. He or she assists international students and their agents as they navigate through all aspects of the admission and enrollment process for US colleges and universities.

The Counselor conducts course selection group sessions for students and parents, provides consultation and conference services for Upper School parents and teachers, prepares summary reports for the Head of Upper School regarding students' nine-weeks grades and mid-term progress, produces regular communications to juniors and seniors, administers NCAA compliance procedures for student-athletes, assesses all submissions by students completing approved on-line courses for high school credit, and provides group guidance activities such as PSAT interpretations, ASVAB interpretations, and college selection and admissions information sessions. The Counselor sends transcripts and other materials required for college applications, to include coordinating teachers' recommendation letters. He or she cultivates mutually beneficial working relationships with college admissions professionals and local college counseling colleagues, facilitates visits between students and college representatives on campus, arranges and directs visits to relevant colleges and college fairs, visits campuses to stay abreast of university offerings and signature programs, tracks trends in admissions and college counseling, and manages ACA's Dual Enrollment program.

Candidates should hold North Carolina guidance counselor certification or its equivalent through advanced degrees, and they must have the interpersonal skills to communicate in a highly relational and motivational manner with all students. The Counselor's daily life must give testimony to a deep and abiding faith in and relationship with Jesus Christ and a robust grasp of a biblical philosophy of education, especially as it pertains to life, calling, vocation, occupation, and giftedness. He or she must fully embrace ACA's mission, strive to make Christ preeminent in all endeavors, and meet or exceed all of the school's Professional Standards.

Asheville Christian Academy is the largest independent school in western North Carolina, enrolling 692 students in prekindergarten through grade twelve on a beautiful 60-acre campus bordering the Swannanoa River.

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 2017.