



SOUTHERN TEACHERS

A G E N C Y

Co-Director of College Counseling Charlotte Latin School Charlotte, North Carolina

charlottelatin.org

Southern Teachers is assisting Charlotte Latin School in seeking a Co-Director of College Counseling to join a College Center team that includes a Co-Director, an Associate Director, an Administrative Assistant, a Registrar, and two part-time Essay Specialists who work with students during the fall semester.

The Co-Director is responsible for shepherding one third of each graduating class (40-45 students) through all aspects of the college process. Working individually with Upper School students and their parents, the Co-Director will serve as the student's advocate through the college search process, write recommendations, and advise students on course selection and on other issues related to college admissions such as financial aid, scholarships, and summer opportunities. He or she will work with the College Center team to hold seminars with all grade levels on many different facets of college admissions, help plan and deliver presentations to parents on topics related to college counseling, and help to prepare and distribute timely communications on a wide variety of related topics.

The Co-Director is expected to develop strong working relationships with college representatives on behalf of the school and students by visiting college campuses, meeting with college representatives, attending national and regional conferences, calling college representatives to discuss candidates, and helping gather and disseminate up-to-date information about current admissions policies and priorities at different schools. The Co-Director shares responsibility with the other Co-Director to oversee and evaluate the entire college counseling curriculum on a regular basis; to represent the college center at department heads and other administrative meetings; and to train, evaluate, and support other college center staff. He or she will help prepare and present a yearly report to the Board of Trustees.

The Co-Director is expected at all times to follow the NACAC Statement of Principles of Good Practice. Applicants should have a broad knowledge of college admissions, excellent communication skills, strong organization skills, patience, discretion, maturity, flexibility, energy, perspective, sensitivity, keen intelligence, curiosity, and a sense of humor.

Founded in 1970, Charlotte Latin School is an independent, coeducational, non-sectarian, college-preparatory day school serving approximately 1400 students on a 128-acre campus. Charlotte Latin boasts one of only seven Certified Fab Labs in the United States, and other well-regarded programs in the arts and athletics.

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.