



SOUTHERN TEACHERS  
A G E N C Y

**Associate Director of College Counseling  
Maret School  
Washington, D.C.**

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

**Southern Teachers** is assisting Maret School as it seeks a dynamic professional to join its team of college counselors responsible for guiding students through all aspects of the college search and admission process. The Associate Director helps to develop and present educational programs to students in grades ten through twelve and their families about college search and admission processes, maintains a professional level of sensitivity to different family cultures and dynamics, helps students self-assess and research higher education and other postsecondary opportunities, and addresses the social and emotional pressures on students and families associated with these processes.

The Associate Director writes official letters of recommendation for approximately 35 seniors, meets with college representatives who visit Maret and serves as liaison with college admissions offices, visits colleges and universities throughout the academic year, and attends national and regional college admissions counseling conferences and forums. He or she must maintain a personalized approach to counseling and work to reinforce the philosophy that “fit” in the college process is different for every student. The Associate Director collaborates in preparing reports for the Head of School and greater Maret community, advises families on the financial aid application process, joins the Registrar and the Academic Data Manager in ensuring the integrity of all academic records, and is expected to engage in multiple facets of student and faculty life, such as serving as an advisor to about seven underclassmen, attending weekly faculty meetings, and advising or sponsoring a student club or organization.

Maret is a vibrant coeducational K-12 day school in Northwest Washington, DC. Its mission is to ignite students’ potential and foster their academic, artistic, and athletic talents. Maret develops the mind, nurtures curiosity, welcomes challenge, embraces joy, and builds community that is equitable and inclusive. A commitment to the values of Maret’s mission is essential in this position, as is a collaborative, congenial approach to working in a fast-paced and diverse community. Maret, recognized by many as a leader in inclusion work among independent schools, seeks an Associate Director of College Counseling who values working with students from different backgrounds. Professional development work on equity and inclusion is an expectation for all.

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.