



SOUTHERN TEACHERS  
A G E N C Y

**Director of College Counseling  
Scheck Hillel Community School  
North Miami Beach, Florida**

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

**Southern Teachers** is assisting Scheck Hillel as it seeks a Director of College Counseling to have overall responsibility for guiding the members of each year's graduating class through the transition to post-secondary education. The Director and the Associate Director write letters of recommendation and work with students and parents to improve the college counseling program each year.

The Director facilitates meetings with juniors and seniors, individually and in groups, with parents and without, to discuss how best to research colleges and make final choices. Through both formal and informal venues, the Director advises all high school students, parents, and faculty about colleges and the admission process, trends, procedures, and testing. He or she supports students' transitions to college, coordinates onsite meetings with college admissions representatives, teaches one to two college readiness classes, works with counselors in eighth grade to begin strategic planning for college admissions, and shares in coordinating SAT/ACT testing.

The Director guides the work of the college counseling office through weekly office meetings; close daily communication, both face-to-face and through email; and regular, systematic evaluation, followed by explicit initiatives to address recommendations. The Director attends weekly divisional administrative meetings, prepares board reports on college admissions, attends curriculum committee meetings (to explain how college admission readers view Hillel's curriculum), advises new faculty in writing college recommendations, and counsels advisors and coaches on how to help students through the college selection process. He or she establishes and maintains a yearly office budget and is responsible for the effective use of multiple technological tools, such as the online database *Naviance*, up-to-date laptop and desktop computers, regularly updated software, a college counseling website through the school's website, and a deep and broad set of network files that are safely backed up each night.

Candidates must have excellent organizational and communication skills, flexibility, ease and experience with computers, a strong work ethic, a willingness to coordinate efforts with others, and enthusiasm for teaching adolescents and working with their parents. They must be detail oriented and able to get along well with all constituencies. Extensive experience in high school college counseling is a plus, though not a requirement. Above all, the Director of College Counseling must bring to this job abundant energy and a lifelong desire to learn.

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.