

## **Director of College Counseling (Fall 2019)**

**York School, a small independent college preparatory high school in Monterey, California, is seeking a College Counselor for the 2018-19 school year.**

### College Counseling at York School

The College Counseling Program provides students and parents with guidance throughout the college search and application process. Our goal is to help students find colleges where they will be challenged, where they will be happy, and where they will succeed. The program covers university and college requirements and application procedures including financial aid, registration deadlines, and administration dates for current College Board and ACT tests.

We educate, assist, and support our students throughout the college search, and we expect them to take control of the process. Our job is to guide, counsel, question, recommend, refer, suggest, and inform. In the end, students who are happiest about the college process are those who ask themselves the hard questions, understand their abilities and needs best, and who are, therefore, and work to find a good match.

Our students use Naviance, a college and career readiness site with a virtual library of college catalogues, videos, personality and interest assessments, and much more. The Director of College Counselor arranges for on-campus visits with college admissions officers and provides information and advice about internships and summer opportunities. Juniors participate in a year-long college preparation class called Pathways I; seniors participate in Pathways II during the fall semester, as well as meeting with the College Counselor individually.

### Specific responsibilities

The Director of College Counseling serves as an administrator/counselor who is responsible for overseeing the college counseling program, guiding and supporting York students and parents through the selection and application process. The position requires strong leadership, organizational, and communication skills. Program management responsibilities include the planning of student and parent sessions, maintaining a college counseling website, writing monthly newsletter articles with resources for parents provided by Naviance or other third party vendors, producing and updating a college counseling handbook for students and families, providing subtends and parents regular e-mail information notices, planning and oversight of the program's budget, and communication with the faculty promoting their understanding of the program.

In particular, the Director serves to promote the York philosophy toward college counseling which focuses on assisting students in finding the appropriate matches for them, colleges where they will

be happy, challenged and successful. The Director establishes relationships with college admission officers on behalf of York School, participates in professional organizations, visits college and university campuses as possible and takes advantage of varied professional development opportunities. The Director has responsibility for counseling approximately 50 students in each senior class to guide them through the research, self –assessment, and application processes, including but not limited to writing the official School recommendation for each student and meeting as often as needed with individual students and with their parents. While the focus of attention is on the students in their junior and senior years, the counseling process must be a comprehensive one with appropriate information for students in every grade level in the School.

The Director serves as the 12th grade Dean and on a number of committees including the Administrative Team and the Curriculum Committee. Providing information and insight to curricular decisions, including overseeing the process of coordination with the University of California system, as well as assisting in student scheduling and course selection are important aspects of this position. Teaching responsibilities may be included by mutual agreement with the Head of School.

#### Other Responsibilities

- \*Providing support for students outside of class time during free periods and tutorials;
- \*Participating in the Health & Fitness program as an activity supervisor or driver;
- \*Attending faculty meetings as scheduled;
- \*Actively participating in the life of the school community

#### Requirements

York is interested in candidates with a minimum of a bachelor's degree; advanced study and practice are preferable.

Successful candidates will exhibit the following:

- \*A passion for interacting with high school level students;
- \*A willingness to help the school meet its mission;
- \*Interest in exploring new approaches for reaching students and communicating with families;
- \*Computer literacy and proficiency and ability to effectively utilize a learning management system (lms);
- \*Comfort with and ability to support and reach a broad range of learners;
- \*Embrace of a work environment that values academic rigor, innovation, and creativity;
- \*Excellent writing and speaking skills

### Salary & Benefits

York is committed to attracting and retaining outstanding faculty by providing a competitive compensation package. This package includes, but is not limited to, salary, excellent health and other benefits, and access to funds for professional development.

### Additional Information

Founded in 1959, York School is a college preparatory, coeducational independent day school for grades 8-12. York is a small school with a distinctive campus culture, exceptional faculty, and a rigorous academic program. Located on scenic hillside terrain in California's Monterey Bay area, the school draws students who represent a broad cross-section of ethnic, religious, cultural, and socio-economic backgrounds. York's unique school atmosphere respects individuality while fostering an uncommonly strong sense of community. York is accredited by the Western Association of Schools and Colleges and is a member in good standing of NAIS and CAIS.

### Program and Core Values:

We ask our students complex questions and challenge them to solve problems that require precise thinking and working with others. York provides a competitive, varied, and inclusive athletic program that emphasizes teamwork, fitness, and a healthy balance between academics and athletics. All students are invited to explore the worlds of theatre, music, and the visual arts in our extensive arts program. Recognizing the value of commitment to a group endeavor, York requires participation in a music or theatre ensemble or an athletic team.

All members of York's community expect each other to live according to the values of Honesty, Respect, Responsibility, and Compassion. These core values apply equally to individuals and to interactions throughout the school community.

Our educational program—including the PATH advisory program, service learning, and tutorials—is intentionally designed to develop each student's maturity and ability to self-advocate. The York community promotes a "growth mindset," recognizing that intelligence and ability can increase over time with the application of effort and concentration.

York's community service/service learning program encourages students to identify a social issue or community need, work with an existing nonprofit or create their own activity to address this issue, and share their discoveries with their classmates. We prepare our students to be leaders, meeting local and global challenges with confidence and compassion.

Application Process:

Please send your resume to York School, Sean Raymond, Assistant Head of School, 9501 York Road, Monterey, CA, 93940, ([sean@york.org](mailto:sean@york.org)). The school telephone is 831-372-7338.

*York is an Equal Opportunity Employer*