



WASHINGTON LATIN

PUBLIC CHARTER SCHOOL

## COLLEGE COUNSELOR

School-Year 2019-2020

Full-time, 11-month position

Start Date: Summer 2019

### JOB PURPOSE

To help students prepare for and apply to college or seek alternative post-secondary paths

### QUALIFICATIONS

The ideal candidate will have a minimum of a bachelor's degree and a minimum of three years' experience either in selective college admissions, college counseling, or both. The ideal candidate will also:

- Possess excellent time management and writing skills and the capability of managing multiple tasks and projects simultaneously while capturing the big picture and small details
- Be proficient using platforms, such as Naviance and/or Maia Learning and Google Suite
- Want to work in a non-selective, urban school with a diverse group of students
- Have a familiarity with and support for our classical mission
- Like and respect young people from the ages of 10-19
- Are willing to give of themselves wholly to this vocation

### ESSENTIAL JOB OBLIGATIONS

- Understand the school's classical mission;
- Become knowledgeable of the Washington Latin curriculum;
- Get to know members of the junior and senior classes and their parents and help them to understand the college application process in its entirety;
- Assist in colleges' visits to Washington Latin;
- Possess exceptional writing skills to write the School's letter of recommendation for assigned seniors;
- Help teachers to understand how to write letters of recommendation on behalf of students applying to college;
- Become familiar with a range of colleges, with admission standards and policies, and with testing requirements;
- Guide students to find a good match rather than a trophy school;
- Encourage students to take primary responsibility for their search and applications;
- Invite families and students to discuss the application experience regularly; inform them of important news, changes, and events related to their search;
- Join appropriate professional organization(s), and conduct oneself in accord with the principles of good counseling as stated in the NACAC and PCACAC charters;
- Demonstrate consistently motivation, initiative, and a continued desire to learn about the profession through conferences, trainings, and self-education;

- Co-coordinate prep program for standardized tests in conjunction with Director of College Counseling;
- Teach Junior JumpStart and Senior Seminar classes;
- Follow the established process for the timely submission of college application materials, including school letters of recommendation, faculty letters of recommendation, required forms, essays, and other documents;
- Possess extensive working knowledge of Naviance or other similar platforms;
- Work with Registrar to maintain academic records for juniors and seniors; and
- Co-coordinate and co-present at college programming events.

Qualified applicants should submit a résumé, cover letter, and list of references to [clatham@latinpcs.org](mailto:clatham@latinpcs.org).

## WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students’ respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students’ long-term success.

## WHO YOU ARE

You are a master of your content, a curious lifelong learner, and someone who loves working with kids. Additionally, you consistently do the following:

### For Students

- ✓ Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Establish and consistently administer high academic and personal expectations for students both in and out of one's classroom;

### For Colleagues and Administrators

- ✓ Are respectful of one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

### For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Are willing to invest the time to develop and maintain relationships with families;

### For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant educational organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

## COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

## APPLY NOW

Qualified applicants should submit a résumé, cover letter, and list of references to [clatham@latinpcs.org](mailto:clatham@latinpcs.org).

[Read more](#) about Latin's model, teaching approach, and community on our website – [www.latinpcs.org](http://www.latinpcs.org)