

COLLEGE COUNSELOR

School-Year 2021-2022

Part-time 1/2022 - 6/2022

Full-time starting 7/2022

11-month position

Start Date: January 2022



JOB PURPOSE

To increase college and career awareness for younger students in our community and to manage a small caseload of juniors and seniors who are planning for and applying to college or seeking other post-secondary paths.

This counselor would be part of the 2nd Street campus for 2-3 years to learn the college counseling program and school culture and then transition to our Cooper campus where they will begin to implement the program there with the first class of 8th graders.

Reports to the Director of College Counseling.

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 preferably experience in 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(come) proficient using platforms, such as MaiaLearning and/or Naviance and Google Suite
- Desire to work in a non-selective, urban school with a diverse group of students
- Have 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
- Be proficient in and excited to use PowerPoint, Canva, or other platforms to create content, including social media posts, infographics, and presentations for the CCO

ESSENTIAL JOB OBLIGATIONS

- Understand the school's classical mission;
- Become knowledgeable of the WLPCS curriculum;
- 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 consistent motivation, initiative, and a continued desire to learn about the profession through conferences, trainings, and self-education;
- Expect some evening and weekend hours especially in the fall;
- Co-coordinate and co-present at college programming and recruitment/retention events;
- Possess extensive working knowledge of MaiaLearning or other similar platforms and a willingness to teach to new staff;
- Educate families about the wide range of potential pathways after high school;

- Anticipate coordinating exploratory campus visits with small groups of students in grades 8-10 to colleges within a three-hour radius in order to prepare them for future visits that they may undertake alone/with family;
- Become familiar with a range of summer enrichment programs, study away opportunities, and financial resources for students with need;
- Collaborate with the Director of the Middle School, Director of the Upper School, and Principal on advising and course placement for rising 9th graders;
- Get to know members of the 8th, 9th, and 10th grade classes and their families and help them prepare for the post-secondary planning process;
- Create fall and spring (evening) events for students and families of students in 8th to 10th grade to familiarize them with the post-secondary planning process;
- Possess exceptional writing skills to write the letters of recommendation for students in grades 8-10 applying for summer enrichment programs, community-based organizations, or scholarships, as well as a small caseload of juniors and seniors applying to college or other post-secondary programs;
- Help teachers to understand how to write letters of recommendation on behalf of students applying to enrichment programs, college, and other post-secondary options;
- Assist in colleges' visits to WLPCS;
- Work with Registrar to maintain academic records for 8th-10th graders as well as a small caseload of 11th and 12th graders;
- Implement and manage college counseling program (based on existing 2nd Street campus model) on new campus;
- Encourage students to take primary responsibility for their search and applications;
- Invite families and students to discuss the application experience; inform them of important news, changes, and events related to their search;
- Co-coordinate SAT and/or ACT prep program with Director of College Counseling;
- Assist with Junior JumpStart and Senior Seminar classes, as needed; and
- Follow the established process for the timely submission of programs' application materials, including school letters of recommendation, faculty letters of recommendation, required forms, essays, and other documents.

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

- ✓ Teach, manage, and appreciate students assigned to one's classes;
- ✓ Assist with current curriculum and contribute to its ongoing development;
- ✓ 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;
- ✓ Return all student work in a timely, effective manner;
- ✓ Maintain current and accurate student records;
- ✓ Write thoughtful, timely, articulate comments about students' progress;
- ✓ Provide extra help for students as needed, often being willing to give of one's time outside of regular school hours;
- ✓ Provide support, guidance, and time to advisees;
- ✓ Attend important outside activities of advisees where appropriate;
- ✓ Carry out assigned student oversight duties (lunch, study hall, homeroom, bus, field trips, testing, etc.); and
- ✓ Hold oneself to the same standards to which one holds students.

For Colleagues and Administrators

- ✓ Be 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;
- ✓ Be present at as many after-school activities as possible;
- ✓ Discuss any complaints with those directly involved;

- ✓ Participate fully in all faculty meetings;
- ✓ Assist with admissions visits as needed;
- ✓ Be responsible with the limited resources of the school;
- ✓ Fulfill the responsibilities and conditions of employment detailed in the Faculty Handbook;
- ✓ Substitute for colleagues whenever necessary; and
- ✓ Alert the administration about any contentious interactions with students or parents.

For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Prepare for and attend parent conferences;
- ✓ Respond to all parent phone calls and emails in a timely, courteous manner;
- ✓ Write thoughtful, timely, articulate comments about students' progress;
- ✓ Present oneself as a professional on parents' nights;
- ✓ Work with parent volunteers; and
- ✓ Alert the administration about any contentious interactions with parents.

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 WLPCS more enjoyable and productive; and
- ✓ 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.

Read more about Latin's model, teaching approach, and community on our website – www.latinpcs.org
This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty or staff member and participate in the full life of the school.