



WASHINGTON LATIN
PUBLIC CHARTER SCHOOLS

A Classical Education for the Modern World

College Counselor

School Year 2025-26

Full time 11-month position

Start Date: ASAP

Location: 2nd St Campus

Salary Range: \$68,000 - \$78,000

JOB PURPOSE

The College Counselor supports and advocates for high school juniors and seniors and their families as they prepare to apply to and matriculate in college or other post-secondary opportunities.

Reports to the Director of College Counseling.

RESPONSIBILITIES

College Counseling

- Serve as the lead college counselor for a caseload of 40–50 seniors
- Manage the timely submission of all college application materials, including school and teacher recommendations, forms, and other supporting documents
- Build relationships with juniors, seniors, and their families to guide them through the full college application process
- Support the coordination of college visits and annual programming to expose students to a range of post-secondary opportunities
- Write school recommendation letters for assigned seniors
- Collaborate with faculty to ensure students receive personalized, meaningful recommendations for college, enrichment programs, and scholarships
- Stay informed about a wide range of colleges, admissions standards, and testing requirements
- Guide students to identify best-fit institutions rather than prestige-based choices
- Encourage students to take ownership of their college search and application process
- Use or be willing to learn Naviance, MaiaLearning, or similar college planning platforms
- Partner with the Data Management team to maintain accurate academic records for juniors and seniors.
- Communicate regularly with students and families about key updates, deadlines, and events
- Maintain professional membership(s) and adhere to NACAC and PCACAC principles of ethical college counseling

Teaching & Collaborative Work

- Teach Junior JumpStart and Senior Seminar courses
- Perform administrative, lunch, and recess duties as needed
- Regularly participate in grade-level meetings for 11th and 12th graders

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2nd Street Campus ★ 5200 2nd Street NW, Washington, DC 20011 ★ 202.223.1111

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- Collaborate with the leadership team and Upper School administration to support a respectful, productive school culture and ensure program continuity

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong time management, writing, and organizational skills; able to manage multiple projects while maintaining attention to detail
- Self-directed and proactive; follows through on tasks and responsibilities
- Willingness to work evenings and weekends during peak application periods
- Builds positive relationships with students and holds them—and oneself—to high standards of responsibility and punctuality
- Promotes a school environment of civility, respect, and professionalism
- Exercises sound judgment and resourcefulness with school assets and time
- Communicates clearly and professionally, both verbally and in writing
- Values partnership with families and responds to communications promptly and courteously
- Demonstrates ongoing motivation to grow professionally through learning and development
- Perseveres through challenges and models resilience for students
- Shows a commitment to the school's classical mission

QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred
- At least two years of experience in selective college admissions or high school college counseling

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 member and participate in the full life of the school.

WHO WE ARE

Washington Latin PCS is a small network of liberal arts, college preparatory schools with a classical mission serving over 1,000 students in grades 5-12 from across the District of Columbia on two campuses. 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.

Read more about Latin's model, teaching approach, and community on our website.

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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!

Interested in joining our faculty or learning more about our schools? Please complete an initial [application](#). Questions? jobs@latinpcs.org

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