



Saint Mary's College High School
Peralta Park · 1294 Albina Avenue · Berkeley California · 94706

DIRECTOR OF COLLEGE COUNSELING

Saint Mary's College High School in Berkeley invites applications for the position of Director of College Counseling, a full-time position which begins August 8, 2022. Saint Mary's is a Lasallian Catholic College-Preparatory co-educational high school of 630 students in grades 9-12. Our school reflects the rich diversity of the San Francisco Bay Area and embraces a strong, inclusive spirit. We are sponsored by the Christian Brothers of the San Francisco District.

Job Summary

The Director of College Counseling is one of two full-time college counselors on staff. This person directs our college counseling program, develops and implements programs to meet the needs of our students, provides college and academic counseling to a diverse ethnic, socio-economic, multicultural population of students and families, advise and guide students & families in all aspects of the educational planning and college admission process. This person also works with our Data Manager to collect and analyze college admissions and matriculation data. We seek a candidate who will promote the school's Lasallian Catholic mission of serving students and can promote the school's core values of faith, integrity, and scholarship.

Compensation: A competitive salary commensurate with the applicant's work experience

Interested applicants should email a letter of interest, resume, and professional letters of reference to:

Peter Imperial, Ed.D., Principal
Saint Mary's College High School
c/o Elizabeth Haro, Administrative Assistant to the Principal
eharo@stmchs.org

MAJOR JOB RESPONSIBILITIES

1. Administer all aspects of the college search and admission process.
2. Consult with teachers, counselors and parents to meet the college planning needs of students.
3. Administer the College Counseling Office, including budgeting and purchasing.
4. Maintain information on colleges, scholarships, financial aid FAFSA and Profile.
5. Write official school recommendations for seniors.
6. Make informational presentations to parent and student groups on all aspects of college admissions.
7. Be aware of issues and trends in college admissions & testing; keep up-to-date about specific colleges, and maintain a collegial relationship with those institutions to which our students aspire to apply.
8. Maintain membership in professional organizations, including WACAC, The College Board, and the National Association of College Counselors.
9. Administer the school's standardized twice-a-year testing program of College Board exams (PSAT 8/9, PSAT 10, PSAT, SAT) and manage Advanced Placement exams on campus.
10. Serve as a member of the Counseling Department, the Academic Council, and the Administrative Council.

11. Evaluate program effectiveness, assess outcomes, and develop improved programming to achieve goals

MINIMUM QUALIFICATIONS:

1. A Bachelor's Degree.
2. A Master's Degree in Counseling or certification in College Advising
3. Prior experience in college counseling or admissions
4. Strong interpersonal and communication skills, particularly public speaking
5. Detailed knowledge of colleges, their academic programs, admission policies and financial policies and procedures.

DESIRABLE QUALIFICATIONS

1. Knowledge of the needs of high-school-age students and their families.
2. Collaborative working style, able to organize and sequence activities.
3. Innovative, enthusiastic, energetic and flexible.
4. Engaging interpersonal skills and strong speaking presence.
5. Excellent written and verbal communication skills;
6. Familiarity with school information systems (PowerSchool) and college search software (Scoir).