



**DE LA SALLE HIGH SCHOOL
CONCORD, CALIFORNIA**

**POSITION SEARCH
Beginning August 2024
Assistant Director of College Counseling
Full-Time, Faculty Position (10 months/ paid over 12)**

De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers), is a Lasallian Catholic college preparatory school for boys providing a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The school's atmosphere is one that is moral, caring, and joyful. The school is located in the City of Concord, 25 miles east of San Francisco on a 20-acre campus characterized by beauty and openness.

The school seeks a candidate who can promote the school's Lasallian Catholic mission of serving students and can promote the school's core values of faith, integrity, and scholarship.

PRIMARY ROLE

The Assistant Director of College Counseling works in partnership with the Co-Directors of College Counseling within a high-functioning, fast-paced team and collaboratively with members of the Student Support Services Department, comprised of four Academic/Personal Counselors, Student Learning Center, Spartan Success, and Learning Needs, and Bishop Cummins Program Coordinators. This position helps develop and implement a comprehensive college counseling program guiding students and parents through the college preparation, search, and application process, including, but not limited to:

- Advise and guide students and their parents through all college planning and admission process aspects, including college list building, applications, essay/personal statements, financial aid and scholarships, and decision-making. Advise prospective student-athletes on NCAA/NAIA eligibility.
- Responsible for a caseload of seniors and juniors (approximately 175 students; 98% college-bound)
- Teach and update curriculum for the mandatory College Advisory for Seniors (17 weeks) and College Advisory for Juniors (3 weeks) courses.
- Prepare and lead student and parent evening programs for all grade levels.



- Coordinate and Host 100+ College Rep Visits and Mini-College Fairs each year along with Carondelet HS.
- Serve as a liaison and build relationships with colleges and universities. Participate in ongoing professional development and cultivate relationships with college representatives through conferences and counselor fly-ins.
- Write letters of recommendation for students and help organize the student request process.
- Maintain the SCOIR application management system and the National Student Clearinghouse-Alumni Tracker.
- Attends and participates in department meetings, professional development programs, as well as actively and continually participates in the co-curricular life of the school.
- Works collaboratively and cooperatively with faculty, staff, administration, and parents.

QUALIFICATIONS

- A Bachelor's degree is required. A Master's degree in Counseling or a Certificate in College Counseling is preferred.
- Prior experience in college counseling or admissions (3-4 years).
- Knowledge of all types of colleges and admission processes to present confidently at large college nights and in College Advisory classes.
- Strong interpersonal and communication skills, particularly public speaking.
- Detail-oriented, strong organizational skills, with the ability to multi-task and meet multiple deadlines.
- Desire and experience working with high school students.
- Proficient with standard business technology, including Microsoft Office and Google Workplace.
- A sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of all social, economic, cultural, ideological, and ethnic backgrounds and a commitment to especially support first-generation, low-income students.
- Spanish speaking preferred.
- Qualified applicants who are Catholic receive priority consideration.

SALARY RANGE

Our current step and column faculty salary scale ranges from \$65,016 - \$112,528, based on education and experience.

BENEFITS

• Health Insurance • Dental insurance • Vision Insurance • 403(b) • 403(b) matching • Employee assistance program • Flexible spending



account • Life insurance • Tuition Remission • Professional development assistance •

Interested? Capable? Eager?

If so, please apply online [here](#).

Review of applicants will begin immediately and continue until the position is filled. Please visit the school website (www.dlshs.org) for more information about De La Salle.

De La Salle High School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job or any other category protected by law.