Title: Director of College Counseling  
Date: May 6, 2022  
Report: Director of Academics  

Oldfields School, an all-girls international boarding and day school, grades 8-12, located in northern Baltimore County, seeks applicants for a Director of College Counseling. This is a full-time, exempt position with an August 2022 start date. The ideal candidate will have experience developing programs and guiding students through the full college exploration, application, and matriculation process. This is an outstanding opportunity for a college counselor who seeks a broad degree of autonomy in college counseling, possesses a high degree of integrity, and holds a keen interest and deep commitment to the value of single-sex independent school education.

Description of Duties: The Director of College Counseling is responsible for coordinating and implementing the School’s college counseling program to educate and advise students and families about options beyond high school, the college search, standardized testing, applications, the college selection process, financial aid and scholarships, and summer programs. The Director of College Counseling also serves as Testing Coordinator and SSD Coordinator and typically teaches one class per year.

EDUCATIONAL COUNSELING:

- Serve as the primary resource for students and their parents/guardians throughout the college search, admissions, and application process. Meet/communicate regularly with student(s) and parents to explore and identify appropriate college or other post-graduation options. Monitor individual student progress throughout the college application process. Assist students in using college/career information as needed for post-high school planning.
- Work intensively with each student to develop an appropriate, individualized list to meet academic, social, athletic, religious, and/or financial needs. Serve as a resource for students, families, and advisors, regarding admission criteria and data.
- Invite Admissions Representatives to visit campus, schedule and advertise virtual and in-person visits, host representatives, and facilitate meetings and interviews with students.
- Assist students/families in scheduling campus visits and tours; practice interview skills and appropriate techniques with students.
- Guide students and families in utilizing Scoir (online college data management portal) for searches, applications, and teacher recommendation requests. Keep Scoir current, including adding new students/families and entering admission, scholarship, test score, and GPAs.
- Assist each student in generating their Common Application and/or Coalition Application accounts, and edit/proofread each application before it is sent to colleges.
- Ensure that students understand what is being asked in essay prompts and guide them through brainstorming, writing, and editing essays and supplemental writing pieces.
- Write a detailed, holistic recommendation for each member of the senior class and for any underclassman needing one for summer or other academic programs; coordinate faculty recommendations for applications. Facilitate teacher usage of Scoir for uploading these.
• Prepare, edit, and ensure that all school credentials and supplementary materials (transcripts, school profile, recommendation letters, Secondary School Report) are sent to colleges. Follow up with colleges when documents haven’t been attached to files in a timely fashion.
• Create reports on students’ progress on standardized testing, the college process, admissions outcomes, and scholarships for the Administrative Leadership Team and Board of Trustees.
• In conjunction with the Academic Resources Department, keep an accurate list of students whose Educational testing indicates a need for accommodations; communicate with parents regarding accommodations and obtain parental consent for submitting requests to testing agencies.
• Serve as the School’s testing coordinator and proctor exams for students with school-based accommodations (50% extra time/multiple-day testing, extended breaks, computer usage, a reader, or other accommodations above and beyond what is provided at a National Testing Site).
• Prepare the School’s annual School Profile for use with college applications, Admissions, reaccreditation, and on the school website.
• Manage the College Counseling Office budget.
• Develop Junior and Senior seminar programming for college planning and applications

Other Required Duties:
• Serve on weekend duty team rotations.
• Coach or lead athletic or co-curricular activities as appropriate.

Qualifications:
• B.A. or B.S. in a relevant field, M.A. preferred.
• Experience in a college counseling office preferred.
• Teaching experience preferred.
• Understanding of and desire to work with high school students.
• Energy, enthusiasm, organization, communication, and customer service.
• A passion for creative expression with a willingness to inspire and support all kinds of learners.
• Demonstrated commitment to equity and inclusion and a high degree of cultural competency.
• Familiarity with or ability to quickly learn G-Suite applications.

Interested candidates should send a resume, cover letter, diversity statement, and references in a single PDF document to employment@oldfieldsschool.org. Please reference the position being applied for in the subject line. Onsite interviews may be required. Background checks are performed on all new hires. Oldfields School offers a dynamic and supportive work environment, competitive salaries, and a generous benefits package. On-campus housing may be available (but not required) for this position. Oldfields School is an Equal Opportunity Employer.

At Oldfields, each girl’s success is enhanced as we celebrate the personal experiences that often are informed by socio-economic status, race, age, nationality, ideology, sexual orientation, gender identity, expression and ethnicity. We honor and respect the opportunity to learn and grow from the multitude of valuable life experiences and personal beliefs from every member of our community. The community is committed to a continuously active and innovative process of creating a welcoming, inclusive, and safe environment for everyone.
NON-DISCRIMINATION STATEMENT

Oldfields School prohibits discrimination based on the following characteristics: race, color, religion, national origin, sex, marital status, disability and age in its admissions procedures, educational programs, services, activities or employment practices.

The following persons have been designated to handle inquiries regarding the School’s non-discrimination policies, including its Title IX policy:

Name: Claire Guidera  
Title: Dean of Students  
Office Address: 1500 Glencoe Rd. Sparks Glencoe, MD 21152  
Telephone Number: 443-662-1005  
Email Address: guiderac@oldfieldsschool.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.