

### Academic Advising

**Reports to:** High School Principal

**Hours:** full time

**Start date:** 1 July 2017

**Closing date for applications:** 15 October 2016

### Overall Purpose:

The Director of College Counseling and Academic Advising is responsible for the coordination and supervision of all activities that relate to college admissions and academic advising. The Director reports to the High School Principal and is supported by the Head of School.

### Summary of Major Responsibilities

- Coordination and supervision of all activities that relate to college admissions for classes that number approximately 125 students
- Leadership of the high school College Counseling Team (consisting of two college counselors and two support staff members). This includes all aspects of staff management including recommendations for hiring and evaluation
- Coordination with the grade-level deans of all academic advising services provided to students and their families in the ASL high school division
- Handling a specific caseload of counselees through the college admission cycle
- Preparation and supervision of the budget for high school college counseling and academic advising services
- Promotion of the School's relationships with the several hundred colleges and universities in the US, the UK, and Canada where students might apply, including the scheduling and hosting of the numerous annual visitors to the School from colleges throughout the world
- Preparation of reports and statistics that relate to the activities of the college counseling efforts
- Presentation, at the invitation of the Head of School, of reports to the Board of Trustees and Senior Administration team
- Communications both within the ASL community (by newsletter, presentations, website, etc.) and to the wider college and university audience
- Serve as a member of the High School Leadership Team in the leading, planning, and coordination of the High School
- Serve on various school committees as appropriate
- Work with parent volunteers to coordinate the Work Experience (WorkX) program, and internship program for ASL students
- Oversee the standardized testing of the High School with the help of the High School Testing Coordinator
- Other responsibilities within the scope, spirit and purpose of the role as determined by the High School Principal

### **Essential qualifications/experience**

- A bachelor's degree in education or related field
- Significant knowledge and experience of the North American, UK, and other countries' (e.g., Netherlands, Japan, Italy) college admissions process, some of which should be from the secondary rather than the Higher Education perspective
- Knowledge of current trends in Higher Education and High Education admissions
- A commitment to a student-centered and holistic college application process
- A commitment to continuing professional development, i.e. attendance at relevant national and international conferences, membership of appropriate professional bodies, etc.
- A familiarity with student management systems (e.g., Naviance and Veracross)
- Proven leadership abilities and organizational skills
- Excellent interpersonal skills; particularly tact, diplomacy, enthusiasm and a sense of humor
- Excellent communication, report writing and presentation skills; speaking and writing with poise and precision
- Adaptability and imagination
- A genuine enthusiasm for working with students during a critical stage in their development
- An understanding of and empathy for the issues that concern the students and parents of an independent school in an international setting
- Identification with the School's mission and ethos
- A proven commitment to the safeguarding and welfare of children

### **Desirable qualifications/experience**

- Advanced degree preferred
- Experience working in a similar American/international institution

**This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.**

**The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. A disclosure from the Disclosure and Barring Service will be requested for all successful applicants.**

**Diversity and equality of opportunity are cornerstone values of The American School in London.**

28/06/2016