



DE LA SALLE HIGH SCHOOL CONCORD, CALIFORNIA

POSITION SEARCH Beginning 2020-2021 School Year Associate Director/Co-Director of College Counseling (depending on level of experience)

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.

JOB SUMMARY

The Associate Director/Co-Director works in partnership with the current Co-Director of College Counseling within a high-functioning, fast-paced team and collaboratively with members of the Student Support Services Department, which is comprised of four Academic & Personal Counselors, a Student Learning Center Coordinator, a Spartan Success and Learning Needs Coordinator, and a Bishop Cummins Program Coordinator. The Associate Director/Co-Director of College Counseling helps develop and implement a comprehensive college counseling program guiding students and parents through the college preparation, search, and application process.

KEY CANDIDATE CHARACTERISTICS

- Advises and guides students and their parents through all aspects of the college planning and admission process. Works with an individual caseload focused on Seniors and Juniors (appx. 250 students; 98% college bound).
- Teaches and updates curriculum for the mandatory College Advisory for Seniors (20 weeks) and College Advisory for Juniors (2 weeks).
- Informs students and parents about financial aid and scholarships opportunities.
- Prepares and leads Student and Parent Evening Programs for all grade levels.
- Coordinates and hosts 100+ College Rep Visits and Mini-College Fairs each year along with Carondelet HS.
- Serves as a liaison and builds relationships with Colleges/Universities. Participates in ongoing professional development and cultivates relationships with college representatives by participating in conferences and counselor fly-ins.

- Writes letters of recommendation for students and manages the student request process.
- Helps manage yearly department budget. Manages the Naviance webportal and the National Student Clearinghouse-Alumni Tracker.
- Works collaboratively with the coordinator of the Bishop Cummins Scholars program, an academic and financial support program for students who are at or below 185% of the federal poverty line; leads summer workshop for incoming 9th graders and semester meetings with 9-12th graders; and coordinates two bus trips a year for 10th and 11th graders to Bay Area colleges.

Required Qualifications

- A Bachelor's degree required; a Master degree in Education or Counseling preferred.
- Prior experience in college counseling or admissions (preferably five years).
- Established knowledge of all types of colleges and admission processes to present confidently in large college nights and in College Advisory classes.
- Strong interpersonal and communication skills, particularly public speaking.
- Strong organizational and management skills.
- Ability to contribute to the school's mission through active participation in Student Life.
- 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.

Desired Qualifications

Spanish speaking

Salary and Benefits

This position offers a competitive salary, with full benefits, including medical and dental coverage. This contract is a 10-month Faculty contract (paid over 12 months) and includes all faculty holidays.

Start date: August 1, 2020

Priority consideration is given to qualified Roman Catholics.

Interested? Capable? Eager?

If so, please visit the school website (www.dlshs.org) and complete the application process under Employment Opportunities.

Review of applicants will begin immediately and continue until the position is filled.

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.