

Stone Ridge School of the Sacred Heart (Bethesda, MD)
Director of College Counseling Job Posting

Stone Ridge is seeking a Director of College Counseling to begin July 10, 2017.

Stone Ridge School of the Sacred Heart, a member of the international Network of Sacred Heart Schools, is a Catholic, independent college preparatory school for girls, Grades 1-12, with a co-educational Little Hearts Program (Early Childhood), Pre-Kindergarten, and Kindergarten. With over 700 students and rooted in the *Goals* of Sacred Heart education, Stone Ridge inspires young women to **lead and serve**, through lives of **purpose** that integrate **faith, intellect, community, social action, and personal growth** in an atmosphere of wise freedom.

The Director of College Counseling is responsible for setting vision with the Head of Upper School for the Office of College Counseling. Likewise, the Director of College Counseling synchronizes operation of the Office of College Counseling as the team guides members of each year's graduating class through the process of transitioning to postsecondary education; this work, with both families and students, is done in alignment with the Goals and Criteria of Sacred Heart Education. S/he oversees the progress of student college selections; provides information and counsel about process, selections, finding the right "fit," developing a college list, and considering financial aid options; s/he is responsible for all school forms of student applications, including but not limited to the School profile, transcripts, counselor letters of recommendation, teacher letters of recommendation, and the secondary school reports. S/he works closely with the Assistant Head of Upper School on student course selection and participates in Upper School Department Chair meetings under the leadership of the Head of Upper School. As needed, s/he prepares the Board of Trustees reports on the college admissions process, including an ongoing analysis of current national and international trends in college admissions. S/he coordinates college counseling assignments with the Assistant Head of Upper School and the Associate Director of College Counseling, facilitates and schedules all practice standardized testing for students, and hosts college representatives throughout the year. S/he organizes, plans, and delivers various presentations and programs regarding the college process throughout the school year. S/he also establishes and teaches the college counseling curriculum in a classroom setting.

With regard to communication, the Director of College Counseling meets regularly with parents about their daughter's college process, meets with students during both junior and senior years, and maintains relationships with colleges and universities to support student placements and to facilitate advocacy phone calls when appropriate. S/he attends and participates in national and regional conferences, professional organizations, and education forums. S/he reports directly to the Head of Upper School and supervises the work of the Associate Director of College Counseling and the Administrative Assistant to the Office of College Counseling. The Director of College Counseling attends all faculty and employee meetings and fulfills other duties as

needed.

The ideal candidate has 5-7 years experience in college counseling in independent or public schools or in admissions at the collegiate level. S/he possesses and Bachelor's degree in a related field; a Masters is preferred. S/he is proficient with Naviance and possesses historical or institutional knowledge of the Goals and Criteria of the Sacred Heart. In addition to a strong commitment to adolescents and the societal pressures on this age group, s/he demonstrates excellent communication, organization, and execution skills. S/he is a strong collaborator with a balanced and team-oriented mindset and is able to motivate others. S/he has a strong work ethic, flexibility with time and travel, and a demonstrated record of excellent networking skills.

Compensation includes salary commensurate with experience.

Applicants of diverse, underrepresented backgrounds are encouraged to apply. Interested candidates should complete the online employment application at <https://www.stoneridgeschool.org/srapplication>. As part of the online application, please upload a resume, list of references, and a cover letter to Corinne Fogg, Director of Curriculum and Professional Development, all in PDF format. The deadline for applications is May 5, 2017.