

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** DIRECTOR OF COLLEGE COUNSELING, PUXI CAMPUS  
**CONTRACT DAYS:** 210 Days

### **POSITION SUMMARY:**

Under the direction of the division Principal, the Director of College Counseling will provide strategic leadership to the college counseling department.

### **SUPERVISED, EVALUATED BY & REPORTS TO:**

High School Principal

### **IDEAL PROFESSIONAL QUALIFICATIONS:**

- Bachelor's Degree required; advanced degree preferred
- Substantial experience in school-based college counseling and college admissions
- Demonstrated knowledge about current trends in college admissions at selective colleges and universities
- Exceptional communication and presentation skills
- Knowledgeable in the use of statistics and data to monitor outcomes and inform decision-making
- Understanding of the university financial assistance processes
- Experience working with both talented and diverse student populations
- Demonstrated leadership and sensitivity with regard to equity, justice, and inclusion
- Demonstrated professional visibility with a strong network of colleagues within the college admissions community

### **IDEAL PERSONAL QUALITIES:**

- A creative thinker who is highly collaborative and eager to work with faculty and other school colleagues toward a common vision
- A warm and engaging person who inspires confidence
- An effective communicator with multiple audiences including eager students, engaged parents, trustees, school colleagues, and admission professionals
- A talented administrator who supports, empowers, and mentors their staff
- Keen intelligence, intellectual curiosity, and an analytical approach to problem solving
- An energetic and impressive work ethic

### **PARTIAL LISTING OF DUTIES AND RESPONSIBILITIES**

#### **Leadership**

- Manage a team of two college counselors and one/half an administrative assistant in the solidification of a comprehensive 9-12 college counseling program for a diverse international population.
- Prepare and present on wide-ranging college admission topics to various constituents (parents, students, faculty, Board members, and community groups).

- Oversee all seniors and their families through a thoughtful college outcome considering individual complexities of academics, finances, passport, application country system, and other sociological factors.
- Take leadership on best practices around candidate presentation, including counselor letters of recommendation and teacher recommendations.
- Together with campus-specific College Counselors, craft and deliver a strategic vision for the school's four-year college counseling program designed to prepare students for a variety of post-secondary opportunities.
- Lead the Puxi campus College Counseling team in a manner that promotes teamwork, accountability, and individual growth. Includes the supervision and performance evaluation of the college counseling team.
- Develop a comprehensive and strategic professional development program for all college counselors that includes college visitation and attendance at professional conferences.
- Lead advocacy efforts for SAS students with appropriate ambitions towards selective and highly selective schools
- Lead operations critical to the program including coordination of standardized testing.
- Develop and implement robust parent education to provide across the K-12 continuum as appropriate.
- Sit on Puxi High School Leadership Team to provide clarity and guidance where college admission, secondary school pedagogy, and student wellbeing intersect.
- Develop, implement, and monitor departmental budgets.
- Support a case-load of students and their families to identify post-secondary opportunities through research, application, selection, and decision-making.

### **Collaboration**

- Coordinate with Director of College Counseling on the Pudong campus, Deputy Head of School, Campus Heads, and High School Principals to develop and execute a whole school strategic vision for college counseling.
- Promote strong ties between the college office and related constitutes, including the Athletic Director, Class Deans, Director of Communications, Director of Admission, Director of Alumni & Development, and Department Chairs.
- Work with both High School Principals to envision and coordinate The Eleven, a week-long spring retreat for rising seniors which has a college search process focus.
- Collaborate with the Advancement and Alumni Relations offices to build support institutional advancement with our alumni.
- In consultation with the Director of IT and principals, manage the college counseling software procurement process.
- Work with faculty to develop an understanding of shared responsibility for supporting students in the college process.

### **Presentation**

- Together with the Director of College Counseling at SAS Pudong, and using appropriate platforms (Schoology, newsletters, handouts, etc.), develop and promote dual-campus topic-specific resource materials to educate community in a way that supports counseling initiatives.

- Using College Kickstart, Naviance, and manual data collection, harvest all relevant statistics (testing, GPA, matriculation information, college trends) for contextualizing college admission to relevant contingencies including the Board of Trustees, students, parents, and faculty.
- Through directed travel and communications, cultivate relationships with college admission and financial aid officers as well as fellow college counseling professionals to promote the reputation of SAS Puxi and maintain best practices within a continually evolving admission landscape.
- Promote counseling and educational access to university systems across the United States, the UK, Korea, the Netherlands, Australia, Singapore, Europe, and Canada.
- Together with campus-specific College Counselors, craft and deliver a strategic vision for the school's four-year college counseling program designed to prepare students for a variety of post-secondary opportunities.
- Serve as a liaison to colleges and universities, the College Board, ACT, NACAC, OACAC, and other relevant organizations and institutions. Work with college and university admissions officials to promote SAS and stay abreast of admissions trends to maximize post-secondary opportunities for students.
- Coordinate the development of online resources and publications.
- Design and update the school profile on a yearly basis.

**SAS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.