



**Company Profile:** Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and to the educational experience we provide.

<b>Job Title:</b>	Director of College Counseling	<b>Contact:</b>	jobs@montverde.org
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**Job Description:** The Director of College Counseling reports to the Dean of the Upper School and is responsible for all issues related to students’ transition from Montverde Academy to post-secondary education. This position works 12 months.

**Responsibilities:**

College Counseling Responsibilities:

- To play a key role in establishing and maintaining a school culture where all students continue their education after leaving high school, and where life-long learning is valued.
- To take an active role in the life of the school.
- To counsel and engage students and their parents in the college selection, application, and admission process.
- To communicate regularly with students and their parents about the college process.
- To develop relationships with students, families, college admission offices, international agents, and other community professionals outside of the Academy.
- To work with members of the school community to coordinate programs pertaining to college guidance.
- To coordinate standardized testing for students, including PSAT, SAT, ACT, and AP.
- To help the Registrar keep accurate permanent records of students’ testing and academic work.
- To keep the Dean of the Upper School fully informed regarding the Academy’s college counseling programming.
- To serve on the Upper School Administrative Team
- To perform other duties as assigned by the Head of School and the Dean of the Upper School.

**Skills and Qualifications:**

- Graduate degree in counseling, social work, psychology, educational leadership, or another relevant field.
- Strong oral and written communication skills.
- The ability to work with and communicate with a diverse population of constituents—colleagues, parents, and students.
- The ability to build consensus and effectively engage the support and input of stakeholders.
- Strong organizational skills.
- A demonstrated commitment to understanding trends in higher education and to networking with college professionals.

**Physical requirements:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy’s facilities.