



## Position Description

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### **Overview**

<b>Job Title:</b>	Dean of Academic and College Counseling
<b>Classification:</b>	Staff
<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Dean of Faculty

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### Academic Counseling:

- Provides guidance and support to students across grades 9-12, aiding in the formulation of strategic academic plans and thoughtful course selections.
- Conducts annual individual meetings with students to craft a comprehensive four-year academic plan and address any academic challenges.
- Assists the Student Support Team in implementing targeted academic support plans/interventions for Upper School students, as needed.
- Assists with annual course registration.
- Fosters collaborative relationships with faculty, parents/guardians, and students to optimize academic support and student success.

#### College Counseling:

- Meets with 9th-12th grade students, individually and in groups to discuss the college admission timeline.
- Provides personalized support to seniors, assisting with college list development, application essay review, and application(s) review.
- Conducts transcript reviews to ensure students are following appropriate course plans and will meet graduation requirements.

- Develops and delivers workshops and webinars addressing topics in the college admission process, such as college essay writing, academic accommodations, testing, financial aid, and Common Applications.
- Crafts compelling letters of recommendation for each student, showcasing their academic achievements and personal attributes to prospective colleges.
- Actively participates in professional development activities such as admission representative visits to campus, national conferences, and/or regional workshops, to stay abreast of best practices in college admissions counseling.
- Keeps current on issues and trends in college admission, higher education, and testing, as well as staying up-to-date with specific colleges and maintaining membership in professional organizations including NACAC, TACAC, and ACCIS.
- Cultivates relationships with college admissions representatives, including but not limited to those that offer learning support programs.
- Coordinates the program and calendar of all standardized testing for students (including PSAT, Pre-ACT, SAT, ACT), including scheduling test dates, registering students, and preparing accommodation requests, arranging for special prep sessions, administering the tests, and providing pre- and post-test counseling.
- Coordinates and schedules students to take the TSI Exam and subsequently oversees their dual-credit online course registration and completion.
- Supports the 12<sup>th</sup> grade advisors and senior event planning including Senior Celebration, Baccalaureate, and Graduation.
- Oversees the Winston CARES Program and serves as the touchstone for participants (*the program is to provide additional support to graduating Seniors as they become WSSA Alumni beginning their college/career journey. Students must opt-in at the time of enrollment.*)

### **RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE**

- Provide students with positive reinforcement and positive redirection in accordance with *Winston's Employee Handbook*.
- Agree to uphold the mission of The Winston School San Antonio.
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA.
- Abide by all requirements, policies, and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook*, and job offer letter.
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS.
- Participate in team meetings, professional development, and in-service training.
- Maintain certification credentials and licensing as appropriate.
- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials, and the facility.
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.), and other activities or

tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Division Director, or Head of School.

## **QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree and a minimum of five to seven years of experience in college counseling and/or college admissions; Master's degree preferred.
- Familiarity with Naviance or Scoir, CommonApp, and Slate.
- Certified School Counselor or Teacher, and/or eligible for certification.
- Familiarity with the Family Education Rights and Privacy Act (FERPA).
- Highly developed verbal and written communication skills.
- Ability to set priorities, and complete work promptly, often working with multiple competing deadlines.
- Able to effectively engage diverse parents/ guardians with varied communication styles, levels of skill, and experience to support their child's education experience.
- Able to work effectively as a collaborative member of an interdisciplinary team, and be a team player who contributes beyond the college counseling program.
- Able to stand, move throughout the campus, operate a computer, ascend/descend stairs, stoop, kneel and crouch.
- Able to lift, move, or transport equipment and/or furniture weighing up to 20 pounds across campus to various classrooms and events. Able to work in outdoor weather conditions.