

EMPLOYMENT OPPORTUNITY – HIGH SCHOOL



A K-12 independent school

POSITION **Director of College Counseling**
Full time, 12-month administrative position

REPORTS TO High School Director

Sequoyah School is currently seeking applications from candidates for a Director of College Counseling for the 2020-2021 school year.

This a rare opportunity to participate in the development of a dynamic and forward-thinking high school designed to support student engagement, social and environmental stewardship, in a rich and focused learning environment.



Sequoyah's high school campus

ABOUT SEQUOYAH

Sequoyah School is an independent K-12 school in Pasadena, CA. Since 1958, Sequoyah has provided an innovative program based on the foundational theories of progressive education. Sequoyah opened its high school campus in September 2016 and graduated its inaugural Senior class in June 2019. Sequoyah's high school academic program is comprised of a rigorous college preparatory curriculum in a student-centered, experiential, and collaborative learning environment. The curriculum features Sequoyah's Advanced Studies courses, designed by faculty to engage students in challenging and meaningful academic work. Faculty and students at the high school embrace a deep intellectual exploration of content and a process of learning that values intellectual risk-taking and ownership of one's learning. Through the 4-year [Social Innovation](#) and Field Studies programs, Sequoyah students are regularly given real-world experiences that reinforce a deeper understanding of academic skills and concepts outside of the classroom.

SCHOOL PROFILE

Total student body	Approx. 132 high school (growing up to 216 students) + 250 K-8 students
High school student-faculty ratio	8:1
Average high school class size	12 students
Students of color	54%
High school faculty with advanced degrees	94%
Families who participate in indexed-tuition program	35-40%

Full high school profile available [here](#).

RESPONSIBILITIES

- Design and implement a four-year college counseling program for students, faculty and parents to learn about post-secondary opportunities, scholarships, and other internship programs
- Publish a series of regular communications to families related to the college counseling program, highlighting grade-specific priorities and upcoming deadlines
- Proactively support students and families through individualized meetings on the college selection and admissions process
- Write letters of recommendation for all students
- Assist students with the college application process, including essays and interviews
- Build and cultivate relationships with other high school and college/university representatives
- Serve as an ambassador by promoting Sequoyah's educational philosophy and program
- Plan and host a series of college related events, including on-campus sessions with college representatives and tours
- Attend professional conferences, including those hosted by the National Association for College Admission Counseling (NACAC) and Western Association for College Admission Counseling (WACAC)

In addition, the Director of College Counseling will support administrative activities such as:

- Overseeing the UC A-G application process for new courses
- Revising and developing the school profile and other relevant materials in conjunction with the Director of Communications
- Supporting the course registration process, providing input on course requests and enrollment
- Other programs and administrative activities, as requested

QUALIFICATIONS

- 5+ years' experience in college counseling or college admissions, with demonstrated success working with teams, as well as a diverse group of students and parents
- Expertise in current college admissions trends and options, as well as software systems
- Demonstrated ability to balance independence while working in a highly collaborative environment
- Exceptional written, oral, interpersonal, and presentation skills
- Bachelor's degree; Graduate degree preferred

TO APPLY

Interested candidates please send a résumé, cover letter, letters of recommendation, and [application](mailto:hsrecruitment@sequoyahschool.org) to hsrecruitment@sequoyahschool.org.

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits.

For more information about Sequoyah School, please visit our website at sequoyahschool.org