



SOUTHERN TEACHERS

A G E N C Y

Director of College Counseling The Benjamin School Palm Beach Gardens, Florida

thebenjaminschool.org

Southern Teachers is assisting The Benjamin School as it seeks an energetic, committed professional to support students' and families' transition to postsecondary educational opportunities. The Director will lead and manage the college counseling team, which includes two College Counselors and a Registrar. Reporting to the Head of the Upper School in this twelve-month position, the Director will work in close partnership with other senior administrators.

The Director is responsible for creating a supportive, warm, responsive atmosphere for all families as they move through the college process; articulating a vision for the college program that is congruent with the school's mission; and building, supporting, and evaluating a forward-looking and cohesive team. He or she will write engaging and comprehensive letters of recommendation for students; oversee the school's role as an ACT and College Board Test Center; demonstrate deep knowledge of the college landscape and its current trends; possess a robust knowledge of college counseling software, especially Naviance; maintain active membership in appropriate professional organizations; work collegially with other faculty to review and establish academic policy in accordance with college counseling best practices; maintain the integrity of all academic transcripts; provide appropriate, engaging college-related programming for families at all points in the Upper School experience; serve on various committees; organize and run weekly department meetings; represent the school positively to external audiences and visiting college representatives; and create and maintain appropriate and timely resources for students and families.

Candidates must hold advanced degrees in education, counseling, student affairs, or other school-related counseling, and it is preferred that they have at least seven years of college counseling experience. They should have excellent written and verbal communication skills, effective organizational skills, an extensive network of college contacts, an attention to detail and deadlines, and familiarity with Google Docs, Naviance, and other educational software. The Director must have a healthy balance of empathy, humility, and humor.

The Benjamin School is a non-affiliated day school, prekindergarten to grade twelve, on two campuses: the fourteen-acre Lower and Middle School campus (over 675 students) in North Palm Beach and the fifty-acre Upper School campus (over 440 students) in Palm Beach Gardens. The faculty includes about 155 teachers and associates. The school's core is academics, with a balanced emphasis on athletics and the arts. The Upper School's rigorous and varied college-preparatory program includes courses on three levels: regular, honors, and Advanced Placement.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2017.