



SOUTHERN TEACHERS AGENCY

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**Director of College Counseling
St. Paul's School for Girls
Brooklandville, Maryland**

www.spsfg.org

Southern Teachers Agency is assisting St. Paul's School for Girls in the search for their next Director of College Counseling. Founded in 1959, St. Paul's School for Girls is an independent, all girls' college-preparatory school enrolling 415 students in grades five through twelve. SPSG educates young women in the Episcopal tradition. Located on 38 acres in the Green Spring Valley of Baltimore County, the school supports a well-educated and experienced faculty committed to providing an academically challenging program while nurturing and supporting each student in grades five through twelve.

The Director of College Counseling will have overall responsibility for leading the college counseling program, grades nine through twelve. A dynamic member of the school community, the Director, will work effectively with students and their families from first contact through college admission. The Director will maintain relationships with colleges and universities through communication with admissions offices and travel. Understanding new trends in college admissions, financial aid, and scholarships is critical to this position, as is the ability to keep members of the school community aware of these resources and changes. The Director will help organize the faculty and staff's efforts in the admissions process, including overseeing the composition of letters of recommendation and ensuring academic records are up-to-date. The Director of College Counseling will be responsible for the coordination of the AP and SAT exams, including scheduling test dates, registering students, and working with Learning Services to arrange preparatory sessions. The establishment and oversight of the college counseling budget is the responsibility of the Director of College Counseling along with the Upper School Head.

Excellent communication and organizational skills as well as a strategic approach to college counseling are critical to this role. Candidates should have at least five years of demonstrated success in a leadership role and at least three years of direct college counseling experience, preferably in independent schools. The ideal candidate will be a results-oriented individual with a commitment to students. The Director of College Counseling should be an admired and respected member of the school community; the ideal candidate will be characterized by his/her high level of integrity, energy, flexibility, confidence, empathy, and belief in collaborative problem solving.

Interested applicants should submit by email an STA application, current resume, list of references, and educational philosophy to

Mr. Jamie Estes
Estes@SouthernTeachers.com

This position begins in July 2012.