



### **Maumee Valley Country Day School**

Position Opening: Director of College Counseling

Full Time 12 Month Administrative Contract

Contract Start Date: July 1, 2019

Application Deadline: UNTIL FILLED

Maumee Valley is a community of lifelong learners. A Maumee Valley education is Personal, Experiential, and Global. As the only secular, PS-12 independent school in northwest Ohio, Maumee Valley supports an accomplished and diverse student body within a rigorous academic program on their journey to finding the right fit for college and career. Maumee Valley Country Day School's mission is to enable students to become enlightened, compassionate and contributing citizens of our global community while preparing graduates for their best opportunities in higher education. Maumee Valley's long-standing commitment to experiential education remains a hallmark of a student's experience, where each student is guided through a personal journey carefully constructed in partnership with faculty advisors. Students come from all walks of life and all over the world where diverse learners, voices, stories, and experiences are heard in order to empower and educate our community members.

### **Director of College Counseling**

A Maumee Valley employee is a guide who orchestrates learning for students in ways that are engaging, challenging and relevant. The successful candidate is a resourceful and innovative teacher who utilizes a range of pedagogical techniques in order to reach all learners. The community will feel safe, respected and confident in the environment created by this candidate.

We ask all of our employees to do the following:

- Fully embrace [MV's mission](#), the [MV2020 Vision](#), and the [portrait of an MV graduate](#).
- Recognize, embrace, and engage in [diversity, equity, and inclusion](#) work
- Work collaboratively
- Cultivate an environment of continuous growth
- Place students at the heart of their practice
- Nurture community through actions and attitudes
- Exemplify personal and professional integrity

The college counseling program is considered a strength of Maumee Valley. The Director of College Counseling reports to the Head of Upper School and may be expected to teach a course or provide another area of significant contribution. As a member of the Upper School faculty, the Director of College Counseling is also expected to be an active member of the community, which includes regularly attending events and student performances/athletics, participating in Open Houses, and whenever possible contributing to the academic and extracurricular life of the community. Historically, 100% of Maumee Valley graduates matriculate to four-year colleges upon graduation.

### **The Director of College Counseling Duties:**

- Shares a caseload of students with the Assistant Director of College Counseling (graduating class size averages 60 students) and shepherds families through the college admission process.
- Writes official School Recommendation letters for students.
- Oversees Teacher Recommendation letter writing process.

- Submits supporting materials for students to colleges.
- Builds and executes a comprehensive college counseling program (which may include special programs such as parent programs, college essay writing workshops, financial aid night, and the Spring Break college tour).
- Collaborates with advisors to ensure students are taking an appropriate curriculum for college admission consideration.
- Works with the School Psychologist and families of appropriate students to submit applications for accommodations on standardized tests.
- Communicates regularly with various constituents including students, parents, faculty, administration, and Board of Trustees.
- Represents Maumee Valley to colleges through on-campus visits, college tours, and at conferences and workshops.
- Schedules and hosts college visitors.
- Plans a major college fair with five other area high schools.
- Helps students and families choose among various college admission and financial aid offers.
- Attends bi-weekly Upper School faculty meetings.
- Serves as an Academic Advisor to approximately 10 Upper School students.
- Maintains a yearly budget.
- Works closely with the Upper School Administrative Assistant/Registrar and the Head of Upper School as a member of the core administrative staff of the Upper School.
- Updates and improves the College Counseling website in collaboration with the Director of Marketing.
- Works with the Director of Admissions to highlight the college counseling program to prospective families.

#### **Skills and Competencies**

- College admission and/or counseling experience strongly preferred
- A healthy balance of empathy, humility, and humor and demonstrated success working with teenagers and their parents
- Ability to be flexible and adaptable
- Ability to work collaboratively with a range of constituent groups, including students, families, faculty, staff, and administration from diverse backgrounds (religious, ethnic, socio-economic, gender, etc.)
- Ability to develop innovative strategies and programs and to implement them efficiently and independently
- Strong organizational skills; attention to detail and deadlines
- Excellent written and verbal communication skills
- Experience with databases and software: Naviance, SCOIR, and/or Blackbaud, preferred
- Familiarity with the strengths of a high-quality independent school education
- Demonstrated ability to think strategically and to achieve short-term goals with a continued vision toward longer-term opportunities
- Ability to develop and cultivate relationships with college admission officers
- Ability to work independently and to stay ahead of deadlines
- Strong planning and organizational skills
- High energy, positive “can-do” attitude, flexible, attentive to detail, self-starter, and drive to achieve results

#### **Background check:**

All Maumee Valley employees and volunteers must agree to a comprehensive background check.

#### **HOW TO APPLY:**

Please email your documents in PDF format to [hr@mvcds.org](mailto:hr@mvcds.org). Documents needed: [MVCDS Application](#), cover letter, resume, and three written professional letters of reference, and a copy of college transcripts. **Please use the title of the position in the subject line of your email.**