



Maumee Valley Country Day School

Position Opening: Director of College Counseling

Type: Full Time 12-month staff contract

Start Date: July 1, 2023

Application Deadline: ASAP

Maumee Valley is seeking an experienced Director of College Counseling with a proven track record of helping students find their right-fit colleges. The ideal candidate will be a positive self-starter who builds strong relationships across diverse constituencies and balances strategic initiatives with daily routines. 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 also is expected to be an active member of the community, which includes regularly attending events and student performances/athletics, participating in admission events, and, whenever possible, contributing to the academic and extracurricular life of the community. Historically, 100 percent of Maumee Valley graduates matriculate to four-year colleges upon graduation.

Key Responsibilities and Duties:

- Shares a caseload of students with the Assistant Director of College Counseling (graduating class size averages 60 students) and guides 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 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 student support team and families to ensure appropriate submission of applications for testing accommodations on standardized tests
- Communicates regularly with various constituents, including students, parents, faculty, administration, and the 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 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 and Communications
- Works with the Director of Admission to highlight the college counseling program to prospective families

Skills and Competencies

- College admission and/or counseling experience is 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 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

Credentials:

- Bachelor's degree in relevant field required; master's degree, relevant coursework, or relevant professional experience preferred

Background check

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

Equal Employment Opportunity

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

HOW TO APPLY:

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>

2. Email your documents in PDF format to hr@mvcds.org.

a. Documents needed:

i. [MVCDS Application](#)

ii. Cover letter, resume

iii. Three written professional letters of reference

iv. Copy of college transcripts.

b. Please use the title of the position in the subject line of your email.

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people. We are a community of lifelong learners who inspire joy. Founded in 1884 and the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global. It is a journey of discovery and action that defines each child's learning experience. Through an intentionally crafted curriculum, including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

We believe in collaboration, innovation, and the power of community.