

Carolina Friends School

Job Opening - Upper School College Guidance Counselor

Carolina Friends School seeks a full-time Upper School College Guidance Counselor to begin on or about August 1, 2015. This position is eligible for a full employee benefits package.

The Upper School College Guidance Counselor will be fully responsible for facilitating the college search process for Carolina Friends School students. In addition to annually counseling 40-50 students through the college application process, the College Guidance Counselor will educate students and families about all aspects of planning and managing a college and career search process. The College Guidance Counselor also teaches 1-2 classes in the Upper School and serves as an advisor for a group of about 10 students. The College Guidance Counselor reports to, and works closely with, the Upper School Head Teacher.

Detailed Responsibilities

- Ø Providing education and information about the college search process to families on both an individualized and community levels. Manages appropriate programming for students and parents at each stage of their upper school experience.
- Ø Works closely with each family starting in the spring of the Junior year through college decisions in the spring of Senior year.
- Ø Maintains records of student applications, complete and in process; records and analyzes acceptance data, matriculations, financial aid awards and scholarships in Naviance.
- Ø Facilitates appropriate and effective use of Naviance by CFS students and families.
- Ø Writes College Counselor Letter for each student.
- Ø Assists students with essay writing and interview preparation.
- Ø Arranges for college representative visits to CFS.
- Ø Co-ordinates with coaches and the athletic director regarding athletic recruitment, and communicates with NCAA about CFS curriculum.
- Ø Assists advisors in course selection choices as necessary.
- Ø Communicates to families about standardized testing options and dates.
- Ø Serves as AP-Coordinator and oversees AP test administration.
- Ø Clerks staff conversations regarding scholarship nominations and Governor's School.
- Ø Communicates to parents and staff about all aspects of the college admissions process.
- Ø Maintains and updates the Upper School Profile.
- Ø Guides staff in the writing of teacher recommendations, and manages the collection of teacher recommendations.
- Ø Serves on Upper School Academic Council.
- Ø Attends Weekly Upper School Staff Meetings and other duties as required by the Upper School Head Teacher.

Job Opening - Upper School College Guidance Counselor (continued)

Carolina Friends School

Qualifications

- Ø Bachelor's Degree in education or academic subject area. Relevant advanced degree preferred.
- Ø Teaching and/or college counseling experience at the secondary school level. Experience in college and university admissions offices is also valuable.
- Ø A genuine love of adolescents and a visible joy in working with kids of widely-ranging ambitions and abilities.
- Ø Strong knowledge of local, regional, and national colleges and universities and their academic programs.
- Ø A desire and ability to be collegial, flexible, and joyful in an energetic work environment.
- Ø Commitment to CFS's Mission and Philosophy; application of that student-centered mission and philosophical perspective to college counseling.
- Ø Superior communication, time-management and organizational skills.

HOW TO APPLY:

Individuals interested in applying for this position should submit a resume, a statement of educational philosophy, and three letters of recommendation addressed to Mike Hanas, Principal at jobopenings@cfsnc.org by Tuesday December 2nd, 2014.

Review of applications will begin immediately, and preference will be given to complete applications received by the closing date. Electronic submission is preferred. Due to the anticipated number of applications, we regret we cannot accept pre-interview phone calls or inquiries about this posting. We respectfully request that candidates hold their questions to be addressed if contacted for further consideration and/or an interview.

About Carolina Friends...

Carolina Friends School was founded in 1962 and opened in 1964 by members of the Durham and Chapel Hill Friends Meetings to provide a racially integrated school exemplifying Quaker values. The School, located on 126 acres near Durham, Chapel Hill, and Hillsborough, North Carolina, now has a total enrollment of 500 students from ages three to eighteen and approximately 90 full- and part-time staff members.

Carolina Friends School is a vibrant and inclusive learning community empowering students to think critically, creatively, and independently. We foster active exploration and quiet reflection, individual endeavor and collaborative engagement. Inspired by Quaker values -- pursuit of truth, respect for all, peaceful resolution of conflict, simplicity, the call to service -- we teach our children that it is possible to change the world.

CFS staff members demonstrate an understanding of and strong commitment to Quaker values and the School's mission, a desire for continuous professional growth, and the ability to work with integrity, energy, courage, creativity, resilience, flexibility, and a sense of humor.

Carolina Friends School strives to be a community of staff, students, and families of diverse backgrounds. CFS does not discriminate based on age, race, color, gender, sexual orientation, religion, physical disability, socioeconomic background, national or ethnic origin, or military service in the administration of its policies and programs. EOE. Learn more on our website at www.cfsnc.org