



# LAKE HIGHLAND PREPARATORY SCHOOL

## Position Announcement

### Dean of College Counseling - Upper School (SY 2026-2027)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

#### Job Summary

Lake Highland's Upper School (US) seeks a Dean of College Counseling to serve as the school's primary voice, advocate, and strategist for all aspects of college counseling. This role leads a comprehensive, student-centered college counseling program while maintaining a full caseload of juniors and seniors. The Dean oversees and supervises the college counseling team, including the Associate Dean of College Counseling, and collaborates closely with US administration, faculty, students, and families. This role ensures that each student is thoughtfully guided toward postsecondary options that reflect strong academic preparation, personal growth, and authentic fit. As a member of the US Administrative Team, the Dean contributes meaningfully to school-wide leadership, decision-making, and strategic initiatives.

This is a full-time, fully-benefited, 12-month, exempt position. We encourage applicants from underrepresented groups to apply.

#### Education & Experience

- Bachelor's degree required; Master's degree in a writing-intensive discipline preferred.
- Minimum of five years of experience in college counseling, selective college admissions or a closely related field required.
- Three years of demonstrated experience supervising or leading professional staff required.
- Experience in an independent or college preparatory school environment preferred.
- Active involvement in professional college counseling organizations preferred.

#### About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

#### How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHP conducts background checks, including fingerprinting (<https://info.flclearinghouse.com/>) and drug testing, and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.