



CALDWELL ACADEMY

Classical • Christian • Community

Job Title

Director of College Counseling

Reports To

Dialectic/Rhetoric Principal

Job Summary

The primary responsibility of the Director of College Counseling is to promote and implement the mission and policies of Caldwell Academy in the Rhetoric School through the avenue of the college admissions process.

Responsibilities and Expectations

At Caldwell Academy, we look for professional educators who exhibit particular traits, and then diligently and prayerfully hone their craft once employed.

- Read and adhere to the Caldwell Policy Manual, Employee Manual, and Parent/Student Handbook.
- Read and be in substantial agreement with the educational philosophies described in the books *Recovering the Lost Tools of Learning* and *Wisdom and Eloquence*.
- Commit to professional growth, including reading, coursework, and seminar attendance.
- Promote unity and respect among the administrative team.

Qualifications

Required

- Exemplify a mature, committed Christian walk with a growing relationship with Jesus Christ, along with an understanding and support of, and agreement to, the school's Statement of Faith and Christian Role Model Agreement;
- Agree with the mission, vision, and educational philosophy of Caldwell Academy;
- Possess a Bachelor's Degree in content area, or certification in content area, or portfolio demonstrating competency;
- Hold membership, or actively seeking membership, in a local Christian church whose teachings are consistent with orthodox Christian doctrine;
- Should have a gifting for leadership;
- Professional and personal references must demonstrate observed manifestation of godly character and spiritual maturity.

Preferred

- Master's Degree;
- +3 years in college counseling;
- Prior experience in Christian education.

Director of College Counseling Job Duties

Primary Responsibilities

- Assist Rhetoric students with college applications, financial aid forms, and scholarship applications;
- Work with parents of Rhetoric students, educating them on available resources for college scholarships and financial aid;
- Serve on the D/R Administration Team;
- Aggressively seek college scholarship money for Caldwell graduates;
- Participate in the accreditation process by writing sections related to guidance, ensuring that Caldwell's Guidance Program meets accreditation standards;
- Oversee Caldwell Academy's Guidance Resource Center;
- Plan college fair and career day for students and parents: include admissions and financial representatives;
- Visit local colleges and establish relationships with admission representatives at these schools;
- Continue Caldwell's *Counseling Connection Newsletter* to keep students and parents abreast of what is happening;
- Work with the Director of the Academic Resource Center in school-wide standardized testing;
- Create and mail out or digitally submit yearly transcripts for all Rhetoric students;
- Assist the principal with the planning of year-end events, open houses, and Rhetoric special events and awards ceremonies;
- Communicate on a regular basis with Caldwell alumni, including obtaining semester updates from all alumni attending college and coordinating opportunities for our alumni to speak with Caldwell students during visits home;
- Assist the Principal in other ways as needs arise.

Additional Duties

- Assist with carpool, break, and lunch duties;
- After-School Administrative duty;
- Administrative presences at school events;
- Assist with service projects, short and long-term field trips, and retreats;
- Assist with weekly parent communications from the Rhetoric School;
- Serve on the Safety Team;
- Retain certification as a first responder with First Aid and CPR certification;
- Serve on Strategic Planning Committee;
- New Student Orientation;
- Back to School Day;
- Walk the Schedule;
- Attend and supervise Rhetoric events i.e. Christmas decorating, Valentine's decorating, Senior Prank, etc.