



OPPORTUNITY
STATEMENT



📍 *San Antonio, TX*

College Counseling Coordinator & 9th Grade Outreach

Start Date: June 1, 2026

About TMI Episcopal

Located in the Texas Hill Country, just 20 miles from downtown San Antonio, **TMI Episcopal** is a coed, college-preparatory school for students in grades 6-12. TMI provides an exceptional education with values based on the teachings of Jesus Christ that challenge motivated students to develop their full potential in service and leadership.



The TMI Way
Cherished. Known. Challenged.



From the first moment at TMI, your child is loved. They are **cherished** for who they are and celebrated for who they are becoming.



As part of our close-knit community, our faculty and staff **know** more than just your child's name. We recognize their unique challenges and interests, and ensure that every student is valued and heard.



Our TMI community works together to help students explore their passions. Through academic and extracurricular programs, we **challenge** students and prepare them to succeed in all walks of life.

As an Episcopal school, we educate both the head and heart. Our dedicated faculty help your students become their best selves in a student-centered environment.



Raising great human beings since 1893.

After graduation, TMI students continue to grow **WISER** every day.

Wisdom
Integrity
Service
Excellence
Reverence

www.tmi-sa.org | 20955 W Tejas Trail, San Antonio TX 78257



TMI

By the Numbers



1893

Founded in 1893 by the
Episcopal Diocese of
West Texas.



6-12

Independent, co-ed,
college-preparatory school
for grades 6-12 (day and
boarding).



100%

100% graduation rate.



30+

College Prep, Honors & AP
Pathways (24 AP courses).



9:1

Student-faculty ratio: 9:1



21

21 sports offered.



Position Summary

College Counseling Coordinator & 9th Grade Outreach

TMI invites applications for a full-time **College Counseling Coordinator & 9th Grade Outreach**. This role serves as an essential bridge between the operational and relational functions of the College Counseling department.



The Coordinator manages all transcript, testing, and College Board processes while serving as the primary college counseling point of contact for 9th grade students and families. In addition, this role leads a structured 9th grade college-readiness program and coordinates outreach, communications, and content that supports the broader work of the department.



Reports To: Director of College Counseling

Primary Responsibilities

● College Board & Testing Administration

- Serve as the department's College Board liaison, managing all AP and PSAT administration, including ordering, registration, accommodations coordination, and score reporting.
- Facilitate all logistics for PSAT and AP test administration: securing rooms, coordinating with IT and facilities, communicating with faculty, and facilitating College Board training.
- Review and adhere to all College Board instructions, deadlines, and policies.
- Conduct AP course audit and coordinate with the school's Registrar on AP student enrollment and course changes.
- Coordinate standardized testing logistics across the school year, including PSAT, AP exams, and external test sittings.

● Transcripts, Records & Data Management

- Maintain and update student transcripts, ensuring accuracy in coordination with the Registrar and academic departments.
- Proof and upload transcripts; support senior counselors with data entry and report generation.
- Track completion of documents and monitor college application activity to ensure timely submission.
- Regularly procure data and run reports as needed by the department.



Continued →

Primary Responsibilities *(continued)*

• **College Counseling Platforms & Communications**

- Manage and maintain the department's college counseling platforms, including SCOIR, College Board, and other relevant student-facing tools.
- Update and maintain student and parent information in college planning software.
- Oversee the calendar for visiting college admission representatives and secure meeting rooms.
- Assist with planning and setup of the annual college fair.
- Regularly prepare school-wide announcements of upcoming college visits.
- Develop a weekly bulletin/newsletter specific to college readiness and disseminate to students and families.
- Produce social media content specific to college counseling that reaches students and families.

• **9th Grade College Readiness & Outreach**

- Serve as the primary college counselor for 9th grade students, meeting individually with students and families to answer early college planning questions, introduce the college search process, and provide appropriate developmental guidance.
- Develop and facilitate a weekly 9th grade college-readiness program that encourages positive academic habits and student development.
- Coordinate outreach events for 9th grade students and families.
- Participate in 9th grade course registration and four-year planning.

• **Departmental Support**

- Regularly communicate with and support the full-time college counselors and their work with students, families, and college admissions offices.
- Support senior counselors with data entry, report generation, and departmental communications as needed.
- Fulfill additional duties as assigned by the Director of College Counseling.

Experience

The ideal candidate will have 2–5 years of experience in college admissions or college counseling—preferably in an independent school or selective college setting—and will demonstrate knowledge and experience in:

- Working directly with students and families in an advisory or counseling capacity around the college admissions process.
- Managing standardized testing programs, including AP and PSAT administration through College Board platforms.
- Maintaining student records, transcripts, and data systems with a high degree of accuracy and attention to detail.
- Operating college counseling CRM platforms such as SCOIR, Naviance, or similar tools.
- Communicating clearly and professionally—in writing and in person—with families, faculty, and external partners.
- Planning, organizing, and executing events, including college fairs and family outreach programs.
- Writing and editing bulletins, newsletters, and marketing or communications materials.
- Filming, editing, and crafting high-quality content for social media platforms.
- Presenting to large audiences.
- Working collaboratively within a team-based counseling department.



Qualifications

- Bachelor's degree required from an accredited institution; Master's degree in Education, Counseling, or a related field preferred.
- Experience in college admissions (as an admissions officer or counselor) strongly preferred; 1–2 years at a selective institution is a plus.
- Demonstrated proficiency with College Board platforms (AP Classroom, AP Registration, PSAT administration).
- Experience with SCOIR or comparable college counseling management software.
- Strong organizational and data management skills; able to work independently and ahead of deadlines.
- Effective written and verbal communicator; able to tailor communication to specific audiences.
- Familiarity with academic courses, rigor, and progression, and how they align with specific careers and graduation requirements.
- Solid knowledge of college admissions processes, timelines, and applicant review across institution types and selectivity levels.
- Open to candidates with varying levels of experience who bring demonstrated passion for student development and college access.

Required Expertise

The ideal candidate is detail-oriented, well-organized, proactive, and able to anticipate needs and challenges. This person builds warm, trusting relationships with students and families in the early stages of the college process; manages multiple administrative systems simultaneously with precision and care; communicates proactively and professionally with all constituents; and contributes to a collaborative, student-centered counseling team. They are flexible and adaptable to change—especially in the ever-evolving college admissions landscape—and display genuine warmth, openness, and interest in the well-being of every student and family they serve. Above all, this person believes deeply in equipping every student with the tools and knowledge they need to make informed decisions about their futures.

How to Apply

TMI Episcopal has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Head of Upper School, Fred Kountz), a resume, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Senior Recruiter, at madison@dovetailedsourcing.com. *Please do not contact the school directly.*



20955 W. Tejas Trail | San Antonio, TX 78257

welcome to San Antonio, Texas!

San Antonio, one of the fastest-growing cities in the U.S., offers a rich blend of cultural heritage, modern amenities, and a thriving job market, making it an ideal place for professionals looking to build a career while enjoying a high quality of life.

Outdoor Recreation and Scenic Beauty:

San Antonio is home to scenic spots like the San Antonio River Walk, perfect for walking, biking, or dining along the river. Nearby parks, including the sprawling Brackenridge Park and Government Canyon State Natural Area, offer hiking, birdwatching, and other outdoor activities.

Culinary and Cultural Scene:

The city is a hub for Tex-Mex cuisine, alongside an evolving food scene with trendy eateries and diverse international offerings. Rich in history, San Antonio is home to landmarks like The Alamo, vibrant festivals, and a flourishing arts scene showcased at the San Antonio Museum of Art and the Tobin Center for the Performing Arts.

Sports and Entertainment:

Sports fans can enjoy watching the NBA's San Antonio Spurs or catch a game at the Missions Baseball stadium. For entertainment, San Antonio hosts concerts, theater performances, and other cultural events, with venues like the historic Majestic Theatre and the AT&T Center.

Educational Excellence:

San Antonio is home to several highly respected educational institutions, including the University of Texas at San Antonio (UTSA) and Trinity University. With a variety of public and private schools, as well as community colleges, the region offers excellent educational options for professionals and their families. Whether you're pursuing further education or relocating with children, the area provides top-notch resources for academic growth and development.

Affordable Living:

Despite being a major city, San Antonio offers a relatively affordable cost of living compared to other major Texas cities, making it attractive for families and professionals alike.

Strong Sense of Community:

San Antonio is known for its welcoming community, family-friendly atmosphere, and diverse neighborhoods, ranging from historic districts to modern developments. Whether you're settling downtown or in a nearby suburb, you'll find a vibrant community to connect with.



San Antonio River Walk



Majestic Theatre



The Alamo