



Keystone Academy Job Description

Director of College Counseling

Role Description and Working Relationships

The Director of College Counseling (DCC) is a member of the High School Leadership Team who reports both to the Head of School and to the Head of the High School. The incumbent must understand fully and support enthusiastically and articulately the stated mission and purpose of the Academy, both in talking and writing. All leaders are expected to model behavior and attitudes that build community, courtesy, and compassion in our boarding and day student society. Positive enjoyment of the job and a lively sense of humor will be highly valued. The DCC will play a role in the residential community and serve as an advisor in the High School.

The DCC leads the College Counseling office and inspires and oversees the work of the college counselors. The DCC is required to have a wide current knowledge of universities and colleges, and their admissions practices and procedures, around the world, including China. The DCC must pay close attention to the college needs and interests of all Keystone students. The ability to cultivate existing close links and forge new ones between Keystone and Deans of Admission in colleges and universities is essential. The DCC must be able to present Keystone and its students articulately and with conviction at a high level.

Main responsibilities include but are not limited to the following:

-General functioning of office:

- building a team of dedicated, experienced college counselors;
- managing the energy and efforts of each college counselor;
- developing protocols, processes, and handbooks to guide the work of the department;
- compiling and managing data in an effective and imaginative way;
- training and supervision of non-counseling staff;
- creating a collaborative, team approach;



- working with approximately 100-120 students in each graduating class and serve as a college counselor for up to ¼ of the class;
- overseeing the implementation and use of application systems and other technology platforms related to the college process.

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-Events and communications with students:

- assigning college counselors to students;
- scheduling and setting the agenda for regular small group meetings;
- coordinating announcements on scholarship information;
- working with High School Leadership Team and Grade Level Leaders to keep teachers and students up to date on college processes.

-Events and communications with families:

- issuing periodic mailings to families;
- communicating in a timely and comprehensive way via the website, the handbook, toddler, and other platforms.;
- setting up meetings with and forums for parents.

-Events and communications with colleges:

- traveling to colleges, including attending conferences (NACAC, College Board, etc.);
- hosting college nights at Keystone, with college representatives individually or in groups.

-Communications with faculty and staff:

- academic advising on appropriate pathways to college (workshops during course selection periods and whenever possible);
- sharing and receiving student information;
- explaining the college “landscape”;
- offering training in the writing of recommendations;
- working with the school’s registrars on the administration of standardized testing for college entrance, including supporting Keystone’s role as a SAT test site for the College Board;
- providing appropriate information about college decisions and the decision process.



-Communications with Trustees:

- providing briefing documents for trustee meetings as required;
- reporting to the whole board from time to time;
- working with smaller committees when invited.

Interested applicants should submit a CV to hr@keystoneacademy.cn. Position will be posted until filled.

Keystone