

Associate Director of College Counseling and Academic Dean

Berkeley Preparatory School

Tampa, FL

Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal affiliated, independent, college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and myriad co-curricular opportunities.

Associate Director of College Counseling and Academic Dean

Berkeley Preparatory School seeks an experienced educator to serve as Associate Director of College Counseling and Academic Dean. The office consists of the Director of College Counseling and three Associate Directors of College Counseling who guide a class of approximately 160 seniors through every aspect of the college search and application process. Each is also responsible for serving as an Academic Dean to a portion of the junior class, overseeing student progress.

Responsibilities include but are not limited to:

- Working individually with approximately 40 students in grades eleven and twelve
- Guiding students and parents throughout the entire college search process in both individual and family meetings
- Meeting individually with students and their parents
- Presenting to parents and students on a variety of college admission topics
- Writing recommendations for approximately forty seniors and acting as an advocate for each counselee
- Providing support to students in writing college essays and completing applications

- Developing and maintaining close professional relationships with students, parents, faculty/staff/administrators, and college admission personnel
- Maintaining strong ties with college admissions officers and staying informed of the issues and changes pertaining to college admissions
- Participating in the life of the school, including after-school meetings and evening programs
- Teaching workshops for juniors and seniors on topics relevant to the college application process
- Overseeing the academic progress of their assigned group of students as the students move through junior and senior years
- Other duties as assigned

Qualifications & Competencies

Strong candidates will have a minimum of a Bachelor's degree and three to five years of experience in selective college admissions and/or independent school college counseling. In addition, they will:

- Find joy in working with adolescents and in school life; be able to listen, reflect, and connect with students
- Show a commitment to engaging with and learning from people with diverse backgrounds and experiences
- Value being a team player in a collaborative office environment
- Work with discretion and highest ethical standards in dealing with students and colleges
- Respond with energy and empathy to the needs of students and families
- Demonstrate excellent organizational, analytical-writing and public speaking skills
- Serve as a leader in the Upper Division Community
- Engage with a healthy sense of humor, warmth, patience, confidence and professionalism

Compensation and Benefits

This is a full-time position with full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons please send a resume and detailed cover letter to:

Andrea Smith

Berkeley Preparatory School
813-885-1673
smithandrea@berkeleyprep.org

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.