

Director of College Counseling

ABOUT US:

Pinewood School is a joyful community with passionate, accessible teachers and administrators who partner with students and parents in the education journey. Our three-campus K-12 school balances challenging academics with robust enrichment classes. Our students engage in meaningful, varied opportunities that empower them to explore their talents and develop new skills. Our three historic campuses provide the space for all to flourish. We inspire the best in our students as we encourage them to become kind, well-rounded people who are poised to change their world for the better.

Pinewood School is nestled in the heart of Silicon Valley. Drawing from diverse communities throughout the San Francisco Peninsula and greater San Jose area, Pinewood is comprised of students who seek challenging academics and support a high standard of character. Pinewood provides a nurturing environment where our students are encouraged to grow as considerate, adventurous, expressive, self-aware young people, prepared for their top-choice colleges and for meaningful and productive lives.

POSITION SUMMARY:

Pinewood School is seeking a full-time Director of College Counseling for our Upper Campus. The Director of College Counseling will work with approximately 200 students and their parents, grades 9–12, to develop and implement an individualized college selection and application plan designed to provide each student with appropriate college options. Responsibilities will encompass all aspects of a thorough and comprehensive college advising program. This individual will supervise, partner, and collaborate with the Associate Director of College Counseling and will report to the Head of Upper Campus.

RESPONSIBILITIES:

- Help students develop a balanced list of college choices reflecting their interests, strengths, and aspirations
- Assist students and their parents through the college application process
- Counsel students with testing options and test registration
- Organize, publicize and conduct informational college sessions for students and parents (grades 9-12)
- Conduct Common Application, UC, CSU application workshops for students
- Assist with academic planning/advising and course selection for all 9-12 grade students
- Coordinate visits to Pinewood for college representatives
- Schedule and host college admissions representatives and match appropriate students with their respective institutions
- Coordinate college programming for 9th, 10th and 11th grades
- Develop relationships with college admission offices through college/university campus visits, conferences, tours, and workshops
- In partnership with the Associate Director of College Counseling, write an informative and personalized letter of recommendation for every senior, and submit all supporting admission materials
- Advocate for each senior through communications with college admission offices

- Provide letter of recommendation and essay assistance workshops for teachers
- Write an informative and detailed letter of recommendation (when requested) for non-seniors seeking summer or other extra-curricular opportunities
- Revise the school profile on an annual basis
- Host informal parent coffee meetings to answer questions on all aspects of the college process
- Oversee Pinewood's account with Naviance/Family Connection

PHYSICAL DEMANDS:

- Ability to spend long hours in stationary positions, using computers and office equipment
- Ability to communicate/exchange information accurately and effectively with others in person and on the phone
- Ability to lift up to 10 lbs.

QUALIFICATIONS:

- Bachelor's degree is required; advanced degree is preferred
- Significant (minimum 5 years) college counseling experience at a competitive college preparatory high school, or significant (minimum 5 years) college admission experience at a selective or highly selective college or university
- Excellent written, oral, and presentation skills
- Strong interpersonal skills, and enthusiasm for working with teenagers and their parents
- An ability to work successfully with a student/parent population with a range of interests, abilities, and expectations

COMPENSATION AND BENEFITS:

Salary range is \$150,000-\$175,000 annually. Pinewood offers comprehensive benefits to employees. Our benefits include medical insurance, dental insurance, vision insurance, a retirement plan with an employer match, life insurance, and more. Pinewood promotes a healthy work-life balance among our community by offering employees a generous holiday and PTO policy that includes school breaks during the academic year. Find a full list of our employee benefits [here](#).

HOW TO APPLY:

Please send your cover letter and resume to Cindy Ho, Director of Human Resources, at cho@pinewood.edu by March 31, 2024 with the subject line: *Director of College Counseling*.