



Perkiomen School

ASSOCIATE DIRECTOR OF COLLEGE COUNSELING
AND CO-DIRECTOR OF TESTING

Pennsburg, PA

START DATE: August 10, 2024

ABOUT THE SCHOOL:

Perkiomen School, located in Pennsylvania, is a private boarding and day school inspiring students in grades 6-12 and post-graduates to risk becoming their best. Perkiomen is the only college preparatory school in the Mid-Atlantic that balances the search for a fulfilling life with the demands of the new economy. Merging a liberal arts foundation with a future-focused approach, we are evolving education. With a close-knit community that celebrates diversity, ambition, and empathy, Perkiomen's innovative educational model gives students a distinct competitive edge in their academics, careers, and lives.



The Academic Options: 30 AP® classes. Outstanding arts programs. Four Institutes – Artificial Intelligence, Design, Entrepreneur, and Medical.

The Personal Experience: A faculty-student ratio of 7:1. Average class size of 11. A culture of caring teachers who know you and will inspire you to risk becoming your best.

The People: Students who are here because they want to excel. Globally diverse, with 28 countries represented. Differences are not just affirmed but celebrated and cultivated. A trusted community that feels like a family.

The Sports: Interscholastic competition starting in sixth grade. An opportunity for every athlete at every level. Championships and opportunities for recruitment. Recent graduates play at Division I, II & III colleges and universities.

The College Support: Three full-time college counselors. On-site testing. More than 120 colleges and universities visit every year. Personalized approach to find your right-fit university.

The Place: 185 lovely acres. Beautiful buildings, historic and new. On-site Innovation Center. Expansive playing fields, a pool, and home-away-from-home residence halls. Two hours from New York City and one hour from Philadelphia.

The Financial Aid: More than \$6 million in scholarships and financial assistance available.

The Workplace: Eclectic and energetic faculty and staff work, live, and breathe the educational experience. This community engages in formal and informal professional development. Faculty and staff have access to a well-equipped fitness center, multiple music and art facilities, and a Carnegie Library for personal use. The rural-suburban town has options for community members at all life/career stages. Within five minutes of campus, there are grocery stores, several top-flight gyms, and restaurants. A quick 30-minute drive opens doors to skiing, hiking, foodie options, and luxury shopping. The work community quickly becomes a home.



POSITION SUMMARY:

Perkiomen School seeks a full-time **Associate Director of College Counseling and Co-Director of Testing** for the 2024-25 school year. Under the supervision of two Co-Directors of College Counseling, the Associate Director of College Counseling will work with the department to provide comprehensive college counseling to grades 9-12.

The Associate Director must possess a nuanced understanding of highly selective admissions processes that will equip them to provide individualized college counseling services for students with a range of interests and talents, including exceptional artistic and athletic abilities. The candidate must have excellent counseling, listening, organizational, and communication skills.

The Testing Coordinator will be responsible for the planning, execution, and oversight of testing activities, including SAT, ACT, TOEFL, and Advanced Placement Exams. This includes coordinating with various teams to schedule tests, manage resources, oversee the administration of tests, and ensure the integrity and security of the testing process. The ideal candidate will have a strong background in test administration, excellent organizational skills, and the ability to work collaboratively with multiple stakeholders.

JOB RESPONSIBILITIES:

- Provide comprehensive college counseling services to students and families, including college selection, application processes, essay writing, and interview preparation.
- Develop and maintain relationships with colleges and universities, staying informed on admissions policies and trends.
- Assist students in understanding and applying for financial aid and scholarships.
- Manage and maintain student records, including transcripts and letters of recommendation, ensuring confidentiality and compliance with school policies and regulations.
- Visiting colleges and connecting with admissions professionals.
- Develop and implement testing schedules and timelines in coordination with project teams, ensuring all testing requirements are met on time.
- Manage the test administration logistics, including preparing test materials, securing testing locations, and coordinating with proctors and other support staff.
- Serving the school's after-school program as a coach or program leader for one term. (preference for basketball, lacrosse, soccer, or volleyball).
- Serving the school's residential and student life program one weeknight per week and one weekend per month.
- Serving as an advisor to a select number of students.

QUALIFICATIONS:

- Bachelor of Arts degree.
- Experience working with adolescents of various ages.
- Ability to work effectively with a diverse population of students, parents, and faculty.
- Desire to be actively engaged in the school community.
- Knowledge of the college admissions process, financial aid, and scholarship resources.
- Proficiency in using college counseling software and applications, specifically SCOIR.
- Commitment to professional ethics and the ability to maintain confidentiality.
- Strong organizational, communication, and interpersonal skills.
- Ability to serve in the School's co-curricular program as a coach or program leader.
- Ability to support the residential life needs of a boarding school community.

Perkiomen School is an Equal Employment Opportunity Employer.



HOW TO APPLY:

Perkiomen School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Associate Head of School Carol Dougherty), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. Please do not contact the school directly.