

Job Posting: COLLEGE COUNSELOR/ACADEMIC SUPPORT DIRECTOR

Four Rivers Charter Public School is seeking a full-time administrator to serve as College Counselor and Academic Support Director.

The College Counselor serves the Four Rivers Charter School students and families by providing a program which focuses on the major aspects of the college planning and placement process. The College Counselor works in coordination with each student's advisor and other members of the faculty, as well as with the school administration, to assist students in discovering their strengths and interests, and finding institutions of higher learning which will meet these interests, strengths and values.

The Academic Support Director leads all academic support services for students at Four Rivers who might need them, including students eligible for Title I services, English Language Learners, and students who might be Homeless. The Coordinator also oversees all processes related to Student Success Plans. The Coordinator is our go-to person regarding regular education accommodations to help students learn in our school.

Four Rivers is college preparatory and has a clear mission of educating young people for lives of learning and service. This is an unusual opportunity to join a talented and dedicated staff to continue the development of an exemplary charter public school. Four Rivers enrolls 200 students in grades 7-12 and will be entering its seventh year of operation. In our dynamic, collaborative school, the person will work closely with the faculty, leading these two important programs in accordance with the school's mission and Expeditionary Learning methods of challenging, project-based learning. Check out our website to learn more (www.fourriverscharter.org).

Qualifications for College Counselor

1. Knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.
2. Successful experience in the college admissions process, either guiding high school students in their application process or serving at the college level in admissions.
3. Dedication and expertise in counseling a range of students in the college process, including those whose families have long been oriented toward college and those for whom college application and attendance is new and unfamiliar.
4. Evidence of high levels of organization, ability to meet deadlines, strong communication skills, and the ability to work closely and effectively with students, parents, and colleagues in the school.
5. Interest in the mission and educational goals of Four Rivers Charter Public School, readiness to continue building the school's college counseling program, and the ability to advocate for the school and its students in the college process.

Qualifications for Academic Support Director

1. Significant teaching experience with students in grades 7-12, especially those who struggle academically or have distinct learning needs.
2. Experience and training with accommodations in a regular education setting.
3. Experience and training with differentiated instruction.
4. Evidence of interest in and understanding of the mission and program of Four Rivers Charter Public School.
5. Evidence of strong administrative and organizational skills.
6. Strong communication skills with students, colleagues and parents.
7. Strong interpersonal, writing, and computer skills.

To Apply

Please send a cover letter and resume to Leslie Taylor, Administrative Coordinator. This will be a rolling process – we will conduct ongoing interviews and hire when we've found the right person.

This institution is an equal opportunity provider and employer.