De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers), is a Lasallian Catholic college preparatory school for boys providing a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The Concord, 25 miles east of San Francisco on a 20 acre campus characterized by beauty and openness.

**JOB SUMMARY**

The Associate Director/Co-Director works in partnership with the current Co-Director of College Counseling within a high-functioning, fast-paced team and collaboratively with members of the Student Support Services Department, which is comprised of four Academic & Personal Counselors, a Student Learning Center Coordinator, a Spartan Success and Learning Needs Coordinator, and a Bishop Cummins Program Coordinator. The Associate Director/Co-Director of College Counseling helps develop and implement a comprehensive college counseling program guiding students and parents through the college preparation, search, and application process.

**KEY CANDIDATE CHARACTERISTICS**

- Advises and guides students and their parents through all aspects of the college planning and admission process. Works with an individual caseload focused on Seniors and Juniors (appx. 250 students; 98% college bound).
- Teaches and updates curriculum for the mandatory College Advisory for Seniors (20 weeks) and College Advisory for Juniors (2 weeks).
- Informs students and parents about financial aid and scholarships opportunities.
- Prepares and leads Student and Parent Evening Programs for all grade levels.
- Coordinates and hosts 100+ College Rep Visits and Mini-College Fairs each year along with Carondelet HS.
- Serves as a liaison and builds relationships with Colleges/Universities. Participates in ongoing professional development and cultivates relationships with college representatives by participating in conferences and counselor fly-ins.
De La Salle High School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one’s ability to perform the essential functions of one’s job or any other category protected by law.