

July 11, 2018

**Job Posting – Central Catholic High School**

Director of College Counseling

The Director of College Counseling reports to the Assistant Principal for Academic Affairs and is responsible for the daily operations and implementation of the college guidance program which guides students through the college admissions process, including the following:

- Create and execute educational programs and materials for parents and students pertaining to the college application process including written materials for parents and students pertaining to the college application process including written materials and letters, workshops or seminars, and individual meetings with students and parents.
- Follow an established process for the compilation and processing of college application packets, including writing official school recommendations, gathering faculty letters of recommendations, transcripts, essays and other required materials.
- Establish and maintain the fall calendar of college representative visits to school; meet with representatives and serve as the school liaison with college admissions offices throughout the year.
- Conduct a series of informative programs for students and parents to include:
  - Senior class visits
  - College planning for juniors and parents
  - Financial Aid workshop for seniors and parents
  - College information nights and college fair experiences for students
  - Junior class visits
- Assist the School Counseling Department in ensuring college admission education in the Counseling curriculum
- Communicate important and relevant information to students, especially seniors, through the use of Naviance, parents' newsletter and the daily bulletin.
- Maintain and update records of college applications, acceptances and scholarships
- Maintain an updated on line of college and financial aid information resources.
- Develop and publish the annual School Profile
- Maintain active membership in professional organizations: the College Board, the National Association of College Admission Counselors, the Pennsylvania Association of College Admission Counselors and any other relevant organizations.
- Maintain and share information about standardized tests such as SAT and ACT.
- Participation in various activities outside the normal school hours such as Back-to-School Night, Open House, Accepted Student Night, etc.

#### Skills and Qualifications:

- Excellent written and verbal communication skills
- Strong Organizational ability
- The ability to meet deadlines
- The ability to work with school administration, counselors and faculty
- The ability to work with a diverse community of students and parents
- Knowledge of colleges/universities and their admissions policies
- Experience with online database systems such as Naviance and PowerSchool
- Minimum of a Bachelor's degree, Master's degree is preferred

Founded in 1927, Central Catholic High School is a Catholic college preparatory high school for boys and is guided by the educational principles of Saint John Baptist de La Salle and the Brothers of the Christian Schools. The school strives to provide a challenging, relevant, and diverse program of academics and extracurricular activities in an environment that fosters a life of faith and scholarship while developing leadership rooted in the Gospel values of integrity, respect, service, justice and peace.

The student body reflects the rich ethnic, cultural, economic and racial diversity of the Pittsburgh area. An average of 35% of the student body receives a total of more than \$1 million in financial aid. Students come from the City of Pittsburgh and surrounding suburbs and represent more than 115 grade schools and over 100 parishes. Current enrollment is approximately 865 students with a typical graduating class of about 200 seniors each year. Traditionally, 98% of graduates continue their education beyond high school.

Located in the Oakland neighborhood of Pittsburgh, the school is in the center of the educational and cultural district of the city, within walking distance of the University of Pittsburgh, Carnegie Mellon University, and the Carnegie Museums.

Central Catholic High School is accredited by the PA Department of Education and Middle States Association of Colleges and Secondary Schools. The U.S. Department of Education has recognized Central Catholic as one of the nation's "outstanding secondary schools." Further school information can be found online at [www.centralcatholichs.com](http://www.centralcatholichs.com)

Applicants are asked to submit via email a letter of application and a current professional resume to:

Mr. Vincent Ciaramella  
Assistant Principal  
[vciamella@centralcatholichs.com](mailto:vciamella@centralcatholichs.com)