



## Open Position

<b>Title</b>	College and Career Counselor	<b>Supervises:</b>	N/A
<b>Reports to:</b>	Head of School	<b>FLSA Status:</b>	Non-exempt
<b>When Needed:</b>	June 1, 2023	<b>FTE:</b>	.5, Year-round

Seattle Waldorf School is seeking an experienced College and Career counselor to join the high school administration. This part-time position has a flexible schedule and the potential for growth with additional teaching or educational support for students. The person filling this position will be responsible for helping our students develop their post-high school planning including guiding them through the college admission process, from determining where to apply and best fit to navigating the application process

We are looking for someone who can work effectively both as part of a team and independently. We need a leader who understands best practices in college and career counseling, and who is passionate about working with high school students. We are looking for staff and faculty who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education. Salary is competitive with independent schools. Seattle Waldorf School offers an excellent benefits package, opportunities for professional development, and an engaging work environment.

### Who We Are:

At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. At Seattle Waldorf School we are committed to creating a community that is inclusive for all faculty, staff, families and students, especially those who have been impacted by racism and oppression, and to create a culture that supports racial equity by changing our existing systems and practices. **Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

**Job Summary:** Under minimal supervision, provides college and career counseling for approximately 55 high school students, with the majority of the time devoted to grade 11-12 students.

### Specific Responsibilities:

- Oversees and coordinates the scheduling and logistics of grade-level college counseling workshops and events
- Promotes and organizes visits by college admissions representatives
- Participates in high school admissions process
- Utilizes college counseling software, primarily SCOIR, to organize data and facilitate submission of documents to colleges and universities
- Serves as testing coordinator and liaison to the College Board and ACT
- Collaborates with colleagues in the high school and across branches to: gather information about students, reduce anxiety about the college admissions experience, and prepare students for life after high school
- Helps to facilitate student gap year, career, and internship planning
- Leads and participates in some evening events
- Attends weekly High School Faculty Meetings
- Attends monthly all-school staff Meetings
- Models a culture of flexible, continuous learning for students and colleagues

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*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the school's constituencies
- Complies and is familiar with all policies and regulations as put forth in the school's documents
- Engages vigorously in professional development and networking
- Takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities since safety and security are everyone's responsibility
- Performs other duties as assigned

**Education & Experience:**

- Bachelor's degree from an accredited 4-year college or university required
- Commitment to diversity, equity, and inclusion required
- 3+ years' experience in college counseling preferred
- Experience in a Waldorf school preferred

**Required Knowledge, Skills & Abilities:**

- Knowledge of college application process, gap year programs, and career guidance experience
- Commitment to excellence in student counseling, parent education and dialogue, self-development, and collegial cooperation
- Strong organizational skills
- Excellent written and verbal communication skills
- Ability to work with and support students of all abilities including students with accommodations
- Ability to work in a hands-on team environment
- Possessing a level of cultural competency necessary for working with a diverse population in an inclusive and equitable community
  - We have a diverse student body, and we want all our teachers to have the skills necessary to ensure that their classrooms are safe, inclusive places for everyone
  - We seek a college counselor who is aware of the racial, socio-economic, gender, and other inequities present in education, and actively works to eliminate these
- Ability to work efficiently in a Microsoft Windows environment using Office, Google Suite, common automated systems for record keeping, and confidently learn new technology
- Ability to maintain confidential information
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Flexibility, maturity, and a sense of humor

If that sounds like you, we would love to hear from you.

**Annual Salary Range for .5 FTE:** \$25,000 - \$45,000

**Benefits:** Please see our [Benefits Summary](#) which outlines the generous insurance, leave, and other benefits provided for SWS Staff

**To Apply:** Interested candidates should respond immediately by email to [careers@seattlewaldorf.org](mailto:careers@seattlewaldorf.org) with a letter of interest, resume, and [employment application](#), available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled.  
[www.seattlewaldorf.org](http://www.seattlewaldorf.org)