

**Director of College Counseling  
Job Posting for August 2019**



**Job Title:** Director of College Counseling  
**Department:** College Counseling  
**Reports to:** Director of Secondary  
**Supervises:** College Counseling Assistant  
**Location:** Student Counseling Office

**Mission:** Colegio Alberto Einstein is a not-for-profit, bilingual, secular educational community founded by the Jewish Community of Ecuador, based on universal principles of Jewish culture and centered on students' comprehensive education. Our contribution to society is educating well-rounded, analytical, and critical students with ethical values and the knowledge and skills needed to succeed in a changing world.

**The School - Key Facts:**

- Colegio Einstein is a well-established, bilingual (Spanish and English) K-12 IB World School offering the PYP, MYP and IB Diploma.
- We have around 650 students and just over 100 teachers from 11 different countries.
- Students, parents and staff describe us as welcoming, supportive and professional.
- We are very proud of our achievements both in the delivery of our programs and in the excellent feedback we receive from AdvancED, our accreditation body.
- Our graduates attend universities in the USA, Canada, South America, Europe and the Middle East.
- We invest heavily in professional development and we make sure that all teachers new to the IB receive training in their first year.

**Living in Quito:** Quito is an extremely attractive place to live. It nestles in a stunning Andean valley surrounded by volcanic peaks. It has the best-preserved historic center in Latin America and has been designated a UNESCO World Heritage Site. Quito also has cosmopolitan modern areas with first-rate restaurants, bars and clubs. It is a relatively safe city to live in and its climate is sometimes described as “the eternal spring”. Salaries in this part of the world might not seem that attractive compared to the US, but the cost of living is extremely low.

See [Colegio Einstein Information for Applicants 2019-20](#), for more information about the school, Quito and Ecuador. This video, [Teaching at Colegio Einstein](#), gives the perspectives of some of our teaching colleagues.

**Overview of the Position:** The primary responsibility of the Director of College Counseling is to assist students and their families with the university search, application, and matriculation processes.

**Main Duties and Responsibilities:**

- Update and deliver annually college counseling and vocational-orientation curriculum for a diverse population of roughly 200 students across grades 9-12
- Through regular communications and meetings, assist students and their families with the selection, application, and matriculation processes for national and international universities including essay writing and editing as well as support for financial aid and scholarship applications
- Provide direct support to students searching and applying for summer and/or exchange programs, and planning gap years
- Train and guide grade 10-12 students in effective use of Maia Learning, our college and career readiness platform
- Directly supervise and evaluate the performance of the College Counseling Assistant
- Manage departmental budget

- Serve on Secondary Leadership Team with Secondary Director, Director of Psychology, and IB MYP and DP Curriculum Coordinators
- Work closely with the DP Coordinator and Psychology Department to help students align course selection, career goals and interests, and university entry requirements
- Establish, develop, and maintain relationships with university admissions representatives in Ecuador and around the world
- Write letters of recommendation for current and former students
- Edit and review English translations of teacher letters of recommendation from Spanish
- Inform students about standardized testing dates and assist with registration process (ACT, SAT, TOEFL, DELF, IELTS) and administer PSAT
- Work closely with the Quito counseling network (international schools, embassies, EducationUSA Office, and Fulbright Commission) to coordinate 300+ university visits and events through the year
- Record and track information relating to admission, scholarship, and financial aid decisions and student matriculation data

**Essential Skills and Requirements:**

- Bachelor's degree and 2 years experience working with students in college and career counseling
- Excellent English oral and written communication skills
- Bilingual Spanish/English or willingness to learn Spanish to an advanced level

**Preferred:**

- Master's degree and/or certification in College and Career Counseling
- Knowledge and experience of a wide range of tertiary education options worldwide
- Knowledge and experience of middle and high school IB programs (MYP and DP)

Please visit our departmental [website](#) to learn more about the College Counseling Department at Colegio Alberto Einstein.

Interested applicants are asked to send a CV and cover letter, explaining your strengths as a candidate and how your qualifications and experience align with the above position description to Gita Gemuts, Director of Secondary, at [ggemuts@einstein.k12.ec](mailto:ggemuts@einstein.k12.ec).