

### About SEED

As the first public, college-preparatory boarding schools in the U.S., SEED’s mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by [The SEED Foundation](#). The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation’s [College Transition & Success](#) (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in [media outlets and publications](#) such as *60 Minutes*, *The New York Times*, *The Washington Post*, and in the documentary film *Waiting for “Superman.”* President Barack Obama has hailed SEED as “a true success story.” For more information, please visit [www.seedfoundation.com](http://www.seedfoundation.com).

### The SEED School of Washington, DC

The SEED Public Charter School of Washington, D.C. (SEED DC) is the nation’s first college-preparatory, public boarding school. SEED DC’s mission is to provide an outstanding, intensive educational program that prepares children, both academically and socially, for success in college and beyond. SEED DC opened in 1998 and currently serves more than 350 students in middle school and high school. As a boarding school, SEED DC has a unique opportunity to foster learning opportunities in the day and evening through its: (1) rigorous college preparatory curriculum which incorporates the appropriate mix of content areas, deep development of writing and critical thinking skills so that students are prepared for college level coursework, (2) comprehensive Student Life program which provides academic support to students through structured study halls and homework centers; extracurricular activities such as dance, chess, robotics, theater and athletics; and life skills instruction through the HALLS (Habits for Achieving Life-Long Success) curriculum, and (3) wide range of external opportunities such as international trips, internships and community service learning projects so that our students feel greater satisfaction and are better positioned for success in college.

### Position Overview

College access and completion is core to our work at SEED. Thus, the College Counselor plays a critical role in supporting students and families with the mechanics of the college process during junior and senior years. SEED DC’s College Counselor must be highly skilled and able to administer the college exposure, search, fit, application, and selection process with students, while also educating families about the process. SEED takes a unique and impactful approach to college matching. Our deliberate and intentional work with college fit and match is extremely important to SEED’s college completion goals. Thus, the College Counselor is expected to have excellent knowledge of a range of colleges/universities across the country—especially those that proactively support college completion for low income, first generation students and have quantitative evidence of success in this area.

Although the college counselor is based at SEED DC and will be employed by the School, The SEED Foundation’s College Transition & Success (CTS) division provides supervisory oversight of the college counseling department. The College Counselor will establish effective relationships with all members of the SEED DC community, while also working regularly with all members of the CTS team (College Success Advisors and Program Coordinator). The College Counselor will participate in both school and CTS



## College Counselor

sponsored professional development days and meetings. The College Counselor will report to the Chief College Success Officer located at The SEED Foundation.

### **Essential functions and responsibilities include but are not limited to the following:**

- Managing the college search, fit, and application process for seniors and their families and educating them about colleges/universities;
- Providing personalized college counseling to seniors and their families as they go through the college search, fit, and application process; and leading one-on-one college counseling sessions with seniors;
- Hosting regular individual and group counseling sessions with seniors and their families in the fall and spring;
- Making informational presentations to junior and senior parents/families, while also hosting spring meeting with juniors and their families to prepare for senior year;
- Teaching senior college prep seminar in the fall, supporting CTS with senior college transition classes in the spring, and overseeing and co-teaching junior college prep seminar in the spring with designated school-based staff;
- Managing and coordinating the annual joint College Tour for Juniors with the SEED MD college counselor;
- Co-manage with the SEED MD college counselor and member of the CTS team the annual College Prep Boot Camp for Seniors;
- Co-manage SEED's Parent College Prep Academy (when in session);
- Using Naviance with all students and managing all weekly and quarterly reporting of Naviance data;
- Manage and maintain aesthetically pleasing College Center and bulletin boards that reflect SEED's college success culture and approach to college matching;
- Managing the SEED College Data Tracker and weekly uploading accurate data;
- Conducting outreach to and meeting with all college admissions representatives who visit SEED DC and facilitating meetings between college representatives and students, while also serving as a liaison with college admissions offices throughout the year;
- Chaperoning SEED-approved national and regional college fairs;
- Writing college recommendation letters and reviewing recommendation letters submitted by staff, while also completing all school report (mid-year and final) forms requested by colleges, including evaluations of students;
- Working closely with the Family and Community Engagement (FACE) office to ensure that information about the college process is reaching families and they are being invited to all college counseling and CTS-sponsored events and meetings;
- Working with the SEED DC Principal and Associate Director of College Success at the Foundation to compile the annual school profile, as well as information on grade distributions in junior and senior seminar courses and courses offered at SEED DC;
- Working with the CTS team to maintain and share information on colleges, college guides, scholarships, financial aid, and paying for college; providing access to major scholarships;
- Staying aware of issues and trends in college admissions, higher education, testing, as well as keeping up-to-date with the work and findings from associations, including: the College Board, the



## College Counselor

National Association of College Admission Counselors, National College Access Network, Education Trust;

- Overseeing ACT and SAT test prep partnerships, course delivery and test registration;
- Managing Senior Transition Ceremony and the Senior Brunch/Lunch/Dinner;
- Participating in and co-leading all financial education and financial aid events coordinated by the CTS team; and other duties as assigned.

### Qualifications:

Necessary skills include excellent written and verbal communication skills, strong organizational ability, attention to details, and the ability to consistently meet deadlines. Experience in college admissions or high school college counseling, deep understanding of data, and computer skills are important.

The ideal candidate will have strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of school focused on college readiness and success for low-income, first-generation students; the ability to respond effectively to the needs of a diverse and student and parent/family population; knowledge of a vast array of colleges/universities with a reputation for successfully graduating underserved students within 4-6 years, strong academic programs, clear and fair admissions and financial aid policies and procedures; very comfortable with SEED's approach to college fit and match.

### Essential Experience, Skills, and Competencies

- Bachelor's degree with an additional 3-5 years' experience providing college access and success counseling in a school, community, or university-based setting;
- General knowledge of college fit and college match;
- Understanding of financial aid, including the FAFSA completion process;
- Experience with individual and group college counseling sessions;
- Strong administrative, database management, and records maintenance skills to handle confidential material;
- Excellent organizational and time-management skills, with attention to detail and accuracy;
- Excellent verbal and written communication skills;
- Active driver's license and ability/desire to travel;
- Exceptional interpersonal skills, with creative and positive energy for working with youth;
- Superb ability to work professionally in a fast-paced environment and with a variety of constituents;
- Strong ability to work independently and with a team while managing multiple tasks;
- Comfort with student information and customer relations systems such as, Naviance and CoPilot/Salesforce, and student information systems like PowerSchool;
- Commitment to the mission of SEED.

### A SEED Employee:

- Is committed to SEED's mission and its beliefs;
- Thinks strategically in aligning one's own work streams to the larger organizational mission;
- Possesses exceptional interpersonal skills, with creative and positive energy for working with youth;
- Behaves professionally in a fast-paced environment and with a variety of constituents;
- Works independently as well as collaboratively with a team while managing multiple tasks.



The SEED School of Washington, D.C.  
a public charter school

## College Counselor

### **To apply for the College Counselor position at SEED DC:**

Please forward your resume and cover letter, *including salary expectations*, to [jobs@seedfoundation.com](mailto:jobs@seedfoundation.com) with “**SEED DC – College Counselor position**” in the subject line. *NOTE: Applicants will not be considered without including a resume, cover letter and salary expectations.*

*SEED is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.*