Lake Ridge Academy
Director of College Counseling

LAKE RIDGE AT A GLANCE

- Founded: 1963
- Type: Co-Ed Day School
- Grades: K-12th
- Enrollment: 425
- Average Class Size: 10 to 11
- Diversity: 35%
- Students of Color
- AP: 71 students took 148 AP exams in 2019. 72% scored 4 or higher
- 80% of Faculty hold advanced degrees
- 100% of seniors attend 4-year colleges. 70% accepted at first choice
- Average Tuition: Family Individualized Tuition assures equitable and transparent tuition
- Professional Affiliations: NAIS, ISACS, OAIS, CCIS, College Board

LEADERSHIP OPPORTUNITY STATEMENT

37501 Center Ridge Rd., North Ridgeville, OH 44039

lakeridgeacademy.org Independent Day School: Grades K-12

About Lake Ridge Academy

Lake Ridge Academy is an independent, nonsectarian day school with co-educational classes from kindergarten through grade 12. Founded in 1963, Lake Ridge Academy is the only independent college preparatory school on Cleveland’s west side. Today, the school serves about 425 students with an upper school (grades 9-12) enrollment of approximately 180. The school is located on a 93-acre campus in North Ridgeville, a suburb 25 miles west of Cleveland. Students travel by bus or car from over 40 surrounding communities. All students are college bound; they represent diverse ethnic and racial backgrounds.

The mission of the school is to send into a changing world confident young people of integrity who think critically and creatively while embracing the joy of lifelong learning. The pillars of the academic program are three Centers of Excellence: Scientific Exploration and Research, Fine Arts, and Global Citizenship. These Centers are focused academic programs that provide enhanced learning opportunities for all K-12 students. The Centers build awareness, knowledge, and applied skills in the Lower and Middle Schools, so that students are well prepared for rigorous and specialized coursework in the Upper School and college. In addition to the academic program, Lake Ridge has a strong school culture that features many innovative co-curricular programs, including an Upper School House System, Year of Service Kick-Off Day, Diversity Forum, Holiday Project, Culture Fest, and an active and engaged student senate.

Upper School students benefit from our small class size (average of 10-11 students per class) taught by 28 dedicated Upper School faculty. Eighty percent of our Upper School faculty hold advanced degrees. Lake Ridge prides itself on the strength of its faculty; most importantly, our teachers make individual connections with students that allow highly personalized instruction and create an environment where each student is truly well known.

Lake Ridge has a graduation requirement that all students are accepted at a four-year college or university. Lake Ridge graduates attend a wide variety of schools. For the class of 2020, we have graduates attending Butler, Cornell, Emory, Kenyon College, New York University, Oberlin College, The Ohio State University, Ohio University, University of Pittsburgh, Princeton, St. Olaf College, Tulane University, Vanderbilt, University of Wisconsin, and many other colleges and universities.
The Position

Lake Ridge Academy seeks a highly collaborative, dynamic, and committed educator to serve as Director of College Counseling starting in July of 2020. The Director of College Counseling will be responsible for advising students and their families as they move through the college search, application, and selection process. This is a 12-month full-time position that reports to the Director of the Upper School.

Salary will be competitive with other independent schools of a similar size. In addition to common employee benefits including health insurance subsidized by Lake Ridge Academy and a 403(b) plan, Lake Ridge provides a generous tuition remission program for children of employees. Lake Ridge Academy will provide equal employment opportunity without regard to race, color, sex, gender, gender identity, age, religious affiliation, sexual orientation, disability, ethnic background, or country of origin.

Job Responsibilities

The Director of College Counseling will:

- Model the school’s four core values by practicing and integrating personal best, respect, integrity, and scholarship into both inside and outside classroom experiences;
- Advise students and their families, including international students (about 15-20% of our student population) as they move through the college search, application, and selection process;
- Write letters of recommendation;
- Plan and execute on-campus admission and financial aid workshops for parents, students and meet with college admissions representatives;
- Schedule and host Lake Ridge’s mini-college fair;
- Advise students, teachers, and parents on course selection, registration and consequences in the college selection process;
- Establish and maintain working relationships with college admissions professionals throughout the United States, including visiting colleges and universities;
- Coordinate and administer the PSAT and Advanced Placement tests;
- Help create an environment that fosters a lifelong relationship with the school;
- Advise faculty in their writing of college recommendations;
- Maintain familiarity with important programs and issues in the admissions, financial aid, and college counseling fields, and representing the School at meetings and conferences of professional associations;
- Supervise the college counselor coordinator, who provides administrative support to the Director of College Counseling;
- Serve as AP coordinator;
- Teach senior seminar and financial life skills course;
- Coordinate individual meetings with junior parents to build the college list;
- Attend college fairs, local breakfast and evening programs hosted by colleges in the Cleveland metropolitan area;
- Prepare the school profile;
- Coordinate students’ participation in College Credit Plus (CCP);
- Coordinate fall ACT and SAT prep class.
Minimum Requirements

- Solid academic credentials, including, at a minimum, a bachelor’s degree and a demonstrated commitment to continuous learning and professional development;
- Five years’ experience in college counseling and/or college admissions experience;
- A current and sophisticated understanding of the selective college admissions process and financial aid;
- Strong interpersonal skills and the ability to relate well to both upper school students and their parents;
- Strong written and verbal communication skills;
- Enthusiastic commitment to independent school education and to Lake Ridge Academy’s mission and culture;
- Demonstrate a commitment to issues of diversity, equity and inclusion, including supporting students and teachers of all races, ethnicities, ages, religions, physical abilities and appearance, gender and sexual identity, socioeconomic status, marital status and diversity of thought.

Additional Desired Requirements

- One or more advanced degrees in a relevant field, such as school leadership, teaching, student affairs or counseling;
- Experience in both college counseling and college admissions;
- Experience in, and a strong commitment to, independent school education;
- Comfort and experience working in an environment with limited resources;
- Experience with upper school or high school scheduling;
- Experience with the AP and College Board.
- Experience using Naviance

Next Steps

- Interested candidates should email a cover letter addressed to Human Resources, and a resume all in PDF format, to humanresources@lakeridgeacademy.org. The cover letter should speak directly to why you are a good match for the position and the school.
- Given concerns about in-person meetings, the interviews will take place virtually via Zoom in two rounds, with time for candidates to ask questions about the school as well.
  - Round One: A one-on-one screen with the head of school;
  - Finalists: Individual Zoom interviews with approximately 5-6 search committee members including the Director of the Upper School and other Upper School colleagues;
  - Offer: Depending on the current guidance regarding the Coronavirus, the offer may take place on campus with a campus tour by the Head of School, and an opportunity to ask more questions, practicing safe social distancing and other hygiene guidance.
- A pre-employment background check will be conducted on the successful candidate, including a criminal history check, credit check, and confirmation of prior employment and educational background.

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