



SPRINGWOOD SCHOOL

College, Career and Academic Counselor; Registrar

Job Title: College, Career, and Academic Counselor; Registrar
Date: 06.23.25

Status: 12-month, Full-time/Exempt employee
Reports to: Director of Academics

School Overview

Springwood School (SWS) is a private K3-12 college and career preparatory, day and international boarding school led by Christian leaders guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing quality education in a nurturing mind, body, and spirit focused environment.

The program vision of Springwood School will provide the most comprehensive educational experience for children age three through twelfth grade in the region. By inspiring the mind, training the body, and nourishing the spirit, Springwood will cultivate wholeness in its student through a learning environment that fosters curiosity, risk-taking, collaboration, and innovation, so that students are prepared to engage in the complexities of the world around them. The College, Career and Academic Counselor will lead the design and execution of the career prep curriculum for grades K3-12.

Position Summary

The College, Career, and Academic Counselor; Registrar is responsible for educating students and parents about colleges and careers, including but not limited to:

- The college admissions process, involving trends, procedures, and testing; makes informational presentations to parents; maintains information on colleges, college guides, scholarships, financial aid, and paying for college.
- The career assessment process, involving assessments related to personality, personal skills/attributes, passions, and life purpose to prepare students to navigate a lifetime of career options, internship programs, and entrepreneurial opportunities.

This position reports to the Director of Academics and serves as a key leader of the Upper School (grades 7-12) academic team. This Springwood School Administrative Staff member is also a classroom teacher and attends to additional duties as assigned.

Essential Functions

COLLEGE ADMISSIONS

The specific tasks, duties, and responsibilities include, but are not limited to:

- Teach 2 classes in area of expertise.
- Advise and support seniors and their families as they go through the college/career process; help students and their families aspire realistically and choose wisely in setting goals; provide curricular guidance; explore individual college/career choices.
 - Meet with students and parents to discuss college plans and scholarship opportunities beginning at the end of the 10th-grade year and each year through graduation.

- Notify rising seniors and their parents of free college application weeks and other free promotional codes.
- Respond to requests for support from parents or students with developmental guidance issues, referring them to resources as needed, and ensuring that all mandatory reporting requirements are met.
- Maintain and help students use online college and career planning resources (e.g., Naviance, You Science) and other resources as identified.
- Provide academic counseling as needed, including recommendations on Advanced Placement (AP) and technical courses, to challenge and enrich student learning opportunities.
- Arrange dual/concurrent enrollment and Advanced Placement credits to prepare students for the rigor of postsecondary education.
- Develop SWS relationships with college admissions representatives; facilitate meetings between college representatives and students; serve as a liaison with college admissions offices throughout the year.
 - Maintain awareness of issues and trends in college admission, higher education, and testing; convey the appropriate information to students and their families.
 - Organize college fairs and school-sponsored college visits.
 - Ensure that the 11th and 12th-grade students participate in college fairs (PROBE College Fair at LaGrange College and Real Life 101 at SUSCC).
 - Organize and chaperone 10th-grade college visits during March Interim Week.
 - Compile an annual profile of the school to be utilized in the college admissions process.
- Write an official school recommendation for each senior as requested, gathering information from parents, teachers, school records, and students themselves.
- Track admissions decisions with a running list of college acceptances and scholarship offers throughout the school year and report to the school community with an annual total announced at commencement.
- Maintain records on seniors, including GPAs.
 - Send transcripts and test scores to colleges and universities at students' request.
 - Monitor changes in National Collegiate Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA) course work requirements and communicate changes to the Director of Athletics and student-athletes.
 - Complete and submit out-of-state transcript verification forms for graduates who live in GA and plan to attend a GA college or university and may be eligible for HOPE and Zell Miller scholarships.
- Maintain and disseminate information about standardized tests such as the SAT, ACT ensuring seniors have taken ACT/SAT and document test scores.
- Maintain up to date records about colleges and membership in professional organizations, e.g., the College Board, the National Association of College Admission Counselors, American School Counselors Association.
- Publicize and celebrate student achievements and acceptances through the school Facebook page and other social media accounts.

Collegiate Financial Aid (FA)

- Organize College FA Information and FAFSA training for parents during the fall semester.
- Assist with FA applications as needed.

Awards and Opportunities

- Track school and student achievement and participation related to the Alabama Independent Schools Association (AISA) President's Award.
- Track and submit nominees for local and state scholarship opportunities (e.g., Hugh O'Brian Youth Leadership [HOBY]).
- Identify students for Advanced Placement classes with teacher recommendations and PSAT scores considered.
- Oversee Honors Day/Awards Ceremony

CAREER COUNSELING

- Develop a K3-12 career development curriculum involving age-appropriate learning, skill and attribute assessments, and interactive career learning opportunities.
- Administrate the curriculum for YouScience and Naviance assessments.
- Share internship opportunities and summer programs with students and parents.
 - Assist seniors in identifying placements for job shadowing during Interim Week and assist in supervisory site visits to these placements.

ACADEMIC COUNSELING

- Maintain academic records each quarter and facilitate support to students who are low performing academically.
- Work with Athletic Director to oversee eligibility of students in AISA.
- Oversee Advisory schedule, in conjunction with the Upper School Academic Team.
- Develop academic schedule annually.

REGISTRAR

- Maintain all electronic and printed student records, including application files, transcripts, etc.
- Coordinate with admissions office to enroll new students and provide course selection, scheduling, and new student orientation.

Professional Attributes:

Interpersonal Skills

- Possesses the self-awareness to establish and maintain collaborative, cooperative, and effective working relationships with students, co-workers, and parents.
- Effectively communicate both verbally and in writing.
- Possesses the appropriate self-confidence to deal with a fluid environment positively and effectively.
- Maintain confidentiality.
- Possesses a strong work ethic that reflects professionalism, respect, and dependability.
- Maintain and build positive and productive relationships.
- Possesses an openness to feedback for professional growth.
- Mastery of body language that promotes and supports effective communication.
- Mastery of active listening skills that foster understanding and build trust.
- Possesses excellent conflict management skills, including diplomacy, empathy, negotiation, assertiveness, and compromise.
- Confident, rational decision-maker with a determined personality.
- Strong organizational and interpersonal skills.

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts.
- A self-directed learner who seeks new best practices, methodologies, and emerging technology while seeking to present new ideas creatively to ensure full community buy-in.
- Fully embraces 21st-century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities.

Planning Skills

- Successfully multi-task and function in a fast-paced school environment.
- Organizes personal time and resources to carry out assigned professional responsibilities. Possesses familiarity with the appropriate computer programs. Maintains long-range, weekly, and daily plans to meet school objectives.
- Prioritizes critical tasks in a logical order with exact, specific timetables and deadlines.

Technical Skills

- Ability to operate a variety of office equipment that relates to complex clerical tasks and cross platform software including
 - Word processing, spreadsheets, electronic presentations, calendars, and email (Microsoft Office Suite and Microsoft OS, Mac Office Suite and OS and Google Applications).
- School management system (FACTS-SIS, Google Classrooms).
- Proficiency with Smartboard, Promethean Board, and other interactive projection teaching technologies.
- Social media management (Facebook, Twitter, Instagram).
- Electronic file management & search engines (Google, Chrome, Firefox).
- Download and install computer software.
- Scanner technology and computer security.
- Educational copyrights.

Qualifications

Education

Bachelor's degree from an accredited college or university or equivalent education or experience that documents readiness for success in this role.

Experience

- Minimum of 3 years' experience as a College, Career and Academic Counselor; Registrar, with documentation of college acceptance outcomes and experience preferred.
- Previous experience in an independent school environment is preferred.

Other

- Ability to serve in a fulltime 12-month role.
- Comfortable working in a school led by Christians with personal affirmation of the Christian faith.

Key Relationships

It is essential to approach all work with an attitude of customer service in building successful relationships at SWS.

Internal:

The College, Career and Academic Counselor; Registrar must establish and maintain effective working relationships with the faculty, staff, students, parents, and local community patrons of the school.

External:

The College, Career, and Academic Counselor; Registrar actively represents the school to the public through key relationships with college admissions, business, industry, corporate leadership and local business, civic and community leaders as an asset to the school's presence in The Valley area.

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

This job description's statements represent the key duties, essential nature, and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

Employees will support the mission and vision of Springwood School and contribute to the overall life and culture for our students.

For More Information

Springwood School uses site-based hiring practices, and as such, administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.