

Associate Director of College Counseling and Academic Dean

Berkeley Preparatory School

Tampa, FL

Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Associate Director of College Counseling and Academic Dean

We are excited to expand our team to a fifth college counselor/academic dean at Berkeley Preparatory School. We're seeking an experienced educator to serve as Associate Director of College Counseling and 11/12 Academic Dean. The office is expanding to include the Director of College Counseling and four Associate Directors of College Counseling, who guide a class of approximately 160 seniors through academic advising and every aspect of the college search and application process. Each is also responsible for serving as an Academic Dean to a portion of the junior class, overseeing student progress.

Responsibilities include but are not limited to:

- Working individually with approximately 35 students in grades eleven and twelve respectively (total caseload of approximately 70 students)
- Guiding students and parents throughout the entire college search process in both individual and family meetings
- Providing academic advising for students, counseling them about their four-year course plan, and discussing course requests through the lens of the college admissions process
- Meeting individually with students and their parents
- Presenting to parents and students on a variety of college admission topics
- Writing recommendations for approximately thirty-five seniors and acting as an advocate for each counselee
- Providing support to students in writing college essays and completing applications
- Developing and maintaining close professional relationships with students, parents, faculty/staff/administrators, and college admission personnel
- Maintaining strong ties with college admissions officers and staying informed of the issues and changes pertaining to college admissions
- Participating in the life of the School, including after-school meetings and evening programs
- Teaching workshops for juniors and seniors on topics relevant to the college application process
- Oversee their assigned group of students' academic progress as they move through junior and senior years.
- Other duties as assigned.

Qualifications & Competencies

Strong candidates will have a minimum of a Bachelor's degree and three to five years of experience in selective college admissions and/or independent school college counseling. In addition, they will:

- Find joy in working with adolescents and in school life; be able to listen, reflect, connect, and see potential in every student.
- Show a commitment to engaging with and learning from people with diverse backgrounds and experiences.
- Value being a team player in a collaborative office environment.
- Work with discretion and the highest ethical standards in dealing with students and colleges.
- Respond with energy and empathy to the needs of students and families.
- Be skilled at supporting and managing highly engaged and aspirational families.
- Demonstrate excellent organizational, analytical writing and public speaking skills.

- Serve as a leader in the Upper Division Community.
- Engage with a healthy sense of humor, warmth, patience, confidence, and professionalism.
- Thrive in a high-energy community that values the partnership with students and families to navigate the complexities of the college process.

Compensation and Benefits:

The appointment is available July 1, 2025. The position is a full-time, 12-month, salary, exempt position and eligible for full benefits as well as generous vacation time in the summer. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons:

Select [here](#) to apply now.

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies, scholarship programs, athletic programs, and other School-administered programs, or in the administration of its hiring and employment practices.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.