

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: Director of College Counseling
REPORTS TO: Vice President of Education Programs
STATUS: Full Time – Exempt
SUPERVISES: Two Employees

The Director of College Counselor is responsible for the post-secondary placement of all seniors and for developing and maintaining close relationships with those universities, colleges, conservatories, and other programs that admit Idyllwild Arts Academy graduates. He/she works closely with families and students, as well as with the arts department heads to ensure the best possible options for placement. The Director of College Counseling will be an important leader in realizing the strategic vision of Idyllwild Arts Academy and will report directly to the Vice President of Educational Programs.

Qualifications

The Director of College Counseling will lead the college search and application process, inspire students to seek a “best fit” for college, arts schools, or conservatories. It is crucial that the Director establish and maintain strong parent communication. In addition, the Director will be charged with further development of a college preparedness and transition curriculum that is appropriate for different grade levels.

- Oversee and direct personnel in the College Counseling office
- Establish and maintain strong relationship with college admissions directors and offices.
- Schedule visits and host college representatives to IAA campus.
- Oversee the dissemination of all information regarding the college counseling application process.
- Assemble, proofread, and send all college applications, including all secondary school reports.
- Work with the registrar to keep accurate permanent records of students' testing and academic work.
- Maintain the college counseling web pages. Make sure that School Profile is accurate and up to date
- Represent the school with a high level of professionalism, including excellent writing and communication skills
- Coordinate and supervise the program and calendar of all standardized testing for students, including scheduling test dates, registering students, arranging for special 'prep' sessions, administering the tests, and providing pre and post- test counseling.
- Continue to develop and build Life Skills curriculum in order for students to gain a broader sense of the college application process and to reflect upon their own goals and aspirations
- Work closely with arts department chairs on placement, audition, and portfolio deadlines
- Counsel individual students and families
- Write recommendations for all seniors
- Serve on regional college counseling organizations
- Counsel families on financial aid resources and procedures
- Use and coordinate Naviance as the main system for keeping track of college applications, submitting recommendations, and transcripts

Qualifications

The Director of College Counseling should have experience in an independent school or a college admissions office. He/she should have experience in leadership and management. It is essential that the Director of College Counseling have substantial knowledge of arts training programs in all disciplines, and some direct knowledge of the arts is preferred. Good interpersonal skills are important both with adults and students since the “counseling” aspect of college counseling is central. The Director of College Counseling should be flexible, diplomatic and demonstrate the ability to work with a variety of people, both domestic and international.

PERSONAL QUALIFICATIONS

- Acts as a model of integrity
- Understands and maintains professional boundaries between students, colleagues, and parents
- Respects confidentiality
- Has a sense of humor and keeps things in perspective
- Exercises patience and good listening skills
- Flexible and has the ability to work under pressure Keeps a positive attitude

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE

- At least a Bachelor Degree in a relevant subject is required
- Masters Degree is strongly preferred
- College Counseling certificate is beneficial

Other Requirements

- Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months.
- Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB questionnaire/test.

Physical Demands/Work Environment

While performing the duties of this position an incumbent is required to:

- Regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.
- Specific vision abilities include close, distance and color vision perception and the ability to adjust eye focus. Reaching with the hands and arms and use of hands to finger, type, and manipulate a computer keyboard and mouse is required.
- Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person, and be able to make public presentations.
- Work hours vary and may include days, nights, and weekends.
- Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

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Interested candidates should send a CV/Resume (PDF or Word doc format, only), samples of art work, and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal February 28, 2019

Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer