



# NEW ENGLAND INNOVATION ACADEMY

## Job Description

Job Title: Assistant Director of College Counseling  
Department: Admin & Operations - Admin  
Reports To: Director of College Counseling  
FLSA Status: Exempt  
Date Prepared: Updated December 2025

## Position Summary

The Assistant Director of College Counseling will work collaboratively with the Director of College Counseling to shape and deliver a comprehensive, student-centered, and forward-thinking college counseling program for grades 6–12. This role blends individualized student advising with program development, teaching, and administrative leadership to guide students and families through the college exploration, application, and selection process.

The ideal candidate is an experienced, innovative, and empathetic professional who thrives in a dynamic environment and aligns with NEIA's mission of nurturing creativity, empathy, and purpose-driven learning.

This position is an academic year (10 months) starting in mid-August and ending the second week in June. The Assistant Director of College Counseling is expected to participate in opening and closing faculty and staff meetings. The role is a full time, benefits eligible position and the pay range for this full time position is \$80,000 - \$95,000.

NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions.

**Essential Duties and Responsibilities** include, but are not limited to, the following:

### Program Leadership and Collaboration

- Partner with the Director of College Counseling to shape the vision, strategy, and goals of the college counseling program, ensuring alignment with NEIA's innovative educational philosophy.
- Embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all aspects of counseling and teaching.

- Teach a weekly college counseling course for grades 11 and 12 that integrates life design, college readiness, and postsecondary planning.
- Collaborate with the Head of Teaching & Learning, Director of Upper School, Advocates, and teachers to ensure academic advising, course selection, and student projects align with postsecondary goals.
- Support schoolwide initiatives and strategic goals as directed by School Leadership.

### **Student and Family Advising**

- Provide personalized, developmentally appropriate guidance to students and families throughout all stages of the college process—from exploration to decision-making.
- Assist students with college research, list development, essay writing, interviews, and application strategy.
- Help students translate their NEIA experiences into compelling personal narratives and authentic applications.
- Offer support with standardized testing plans, including PSAT, SAT School Day, and ACT guidance.
- Counsel families on financial aid, scholarships, and affordability.
- Maintain regular, transparent communication with parents/guardians through meetings, email updates, and workshops.

### **Program Implementation and Administration**

- Manage college counseling systems, databases, and student records using SCOIR or other relevant tools.
- Coordinate on-campus college representative visits and foster strong partnerships with college admission officers to promote understanding of NEIA's mission and student profile.
- Organize and contribute to events such as college fairs, workshops, and information sessions.
- Write detailed and compelling letters of recommendation for assigned students and guide NEIA teachers in writing recommendations.
- Manage the PSAT and SAT School Day testing programs.
- Ensure timely submission of transcripts, reports, and application materials.
- Participate in professional development activities, conferences, and college tours to stay current with admissions trends and best practices.

### **Community and Relationship Building**

- Build and sustain meaningful relationships with students, families, teachers, and college representatives.
- Serve as an ambassador for NEIA's educational model and innovation-driven learning philosophy.
- Proactively represent NEIA in regional and national professional networks such as NACAC, NEACAC, and International ACAC.

**Other Duties**

- Maintain confidentiality, professionalism, and sound judgment in all counseling interactions.
- Support school events and activities as appropriate to the role.
- Perform other related duties as assigned by the Director of College Counseling or School Leadership.

**Supervisory Responsibilities**

This position does not supervise other employees.

**Education and/or Experience**

- Bachelor's degree required; Master's degree in counseling, education, or a related field preferred.
- 3–5 years of experience in college counseling and/or college admissions.
- Strong understanding of U.S. and international college admissions processes and current higher-education trends.

**Qualifications**

- Exceptional interpersonal, written, and verbal communication skills.
- Excellent organizational skills with the ability to manage multiple priorities and deadlines.
- Creative and critical thinker with a proactive, solution-oriented approach.
- High degree of professionalism, discretion, equity, and accountability.
- Familiarity with SCOIR, Google Workspace, and related educational technology; willingness to use innovative AI resources.
- Commitment to NEIA's mission of innovation, global awareness, and human-centered learning.
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Ability to create a welcoming and supportive community for a diverse student body.

**Physical Requirements**

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to stand, sit, bend, and move around classrooms and office spaces for extended periods.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capacity to lift up to 25 pounds occasionally.
- Capable of moving around and adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the

telephone.

- Speak clearly, so listeners understand.
- Use hands and fingers for manipulation, and use computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.
- Occasional lifting, carrying, pushing and/or pulling.

Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

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Interested candidates are asked to send a cover letter and resume to [careers@neiacademy.org](mailto:careers@neiacademy.org) with the subject: Assistant Director of College Counseling. The deadline for applications is January 15, 2026.

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org/>