



## College Counselor

Tessellations is a modern, innovative PreK-12 non-profit school for gifted learners based in Cupertino, CA. Our mission is to provide challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are and pursue a meaningful life.

At Tessellations, community is a core value; a strong community was instrumental in launching our school during the pandemic and has facilitated our strong growth and success since then. Our team consists of passionate, qualified and dedicated staff from diverse backgrounds and includes a nationally renowned gifted expert. We believe that it is time to open a new chapter in high school education by forging a model that fosters a cultural ecosystem within the school that promotes innovative thinking and intellectual risk taking. Moving on from an antiquated model born during the industrial revolution, we favor durable skills over compliance and memorization, and collaboration over competition. We believe that assessments should function as guidance rather than judgment.

Building on the overwhelming success of our K-8 program, we successfully hired an outstanding **founding faculty** for Tessellations High School and launched our inaugural high school class this year. Our classes are cross-disciplinary and the experience we have crafted for our students is engaging, exciting, and different. You will be working both with this faculty and this class as we collaborate to realize an innovative vision of what a high school experience should be.

### **College Counselor**

The College Counselor is a dynamic person responsible for guiding students through the college planning and application process. This position plays a pivotal role in shaping the academic and professional futures of our students by providing comprehensive college counseling services and leading strategic initiatives to recruit and enroll talented individuals. The College Counselor serves as a trusted advisor, advocate, and mentor to students and families, fostering a supportive environment that empowers students to achieve their post-secondary goals.

NOTE: Currently we have only 9th graders, so this is a future-looking role. You will be counseling this class (and all that follow) and building a strong program.

Additionally, since we are a small and mighty team, we are looking for individuals who can also help in other important areas. Either of the following are great examples of areas where we would ideally like to see strong contributions:

- Admissions. Admissions is basically the other side of the coin from college counseling. As such, many of the skills are similar. For the next few years, our whole high school staff will be contributing to admissions, and this position is no exception. Ideally, we'd like to see your strong involvement in all aspects of the admissions process. Previous experience in this arena would be considered especially valuable.
- Student Support. Many college counselors are also skilled at other aspects of student support (including SEL, executive functioning, etc.). If you have skills and expertise in this arena, that would be exceptionally useful in this role.

If you join our team you will help us grow our program and continue designing and delivering a rich, immersive learning experience. You will be heard, respected, and celebrated for your talents and efforts. You will work with students who love to learn, engaged parents who are grateful for your work, and supportive colleagues that will help bring out your best. Successful applicants start immediately upon their availability.

## Key Responsibilities

- College Counseling: Provide individualized college counseling services to students in grades 9 through 12 (currently only 9th), supporting them in identifying their academic strengths, interests, and goals, and guiding them through the college exploration, application, and decision-making process.
- College Planning: Develop and implement a comprehensive college planning program that includes workshops, seminars, and individual meetings to educate students and families about college admissions requirements, standardized testing, financial aid, scholarships, and other relevant topics.
- College Application Process: Assist students with all aspects of the college application process, including researching and selecting colleges, completing applications, writing essays, preparing for interviews, and submitting required documents, ensuring that deadlines are met and applications are submitted accurately and efficiently.
- Student Support: Provide ongoing support and guidance to students and families throughout the college admissions process, addressing questions, concerns, and challenges as they arise, and advocating for students' best interests in interactions with college admissions representatives.
- Professional Development: Stay abreast of trends, best practices, and developments in college admissions and counseling, participating in professional development opportunities, conferences, and networking events to enhance knowledge and skills in the field.
- School-wide Collaboration: Collaborate with faculty, administrators, and staff to integrate college counseling and admissions-related activities into the school's academic and extracurricular programs, fostering a college-going culture that supports student success.

## Bonus Points for the Ability to Assist with the Following

- Admissions: Help develop and execute strategic initiatives to recruit and enroll a diverse and talented student body, including implementing marketing campaigns, organizing recruitment events, and establishing partnerships with feeder schools, community organizations, and college admissions offices.
- Admissions Evaluation: Review student applications, transcripts, test scores, and recommendation letters, and make admissions decisions in collaboration with the admissions committee, ensuring that each applicant is evaluated fairly and holistically.
- Data Management: Maintain accurate records of student admissions data, including application statistics, enrollment trends, and demographic information, using the school's admissions management system or database to track and analyze key metrics.
- Student Support (SEL, Executive Functioning, etc.)

## Requirements

- Bachelor's degree in Education, Counseling, Psychology, or a related field (Master's preferred)
- Experience in college counseling, academic advising, or a similar role, preferably in a high school setting
- Proven track record of successfully guiding students through the college admissions process
- In-depth understanding of college admissions processes, requirements, and timelines
- Familiarity with college entrance requirements, including UC requirements, the current state of standardized testing (SAT, ACT, etc.), financial aid, scholarships, and other aspects of college planning
- Familiarity with gap year options
- Empathy, patience, and a supportive approach to student counseling
- Innovative mindset and a commitment to educational excellence
- Ability to adapt to changing educational environments and student needs
- Desire to jump into a start-up environment and help create, design, and troubleshoot with like-minded, passionate educators and professionals
- Strong verbal and written communication skills.
- Strong organization and record keeping skills.
- Familiarity with and commitment to diversity, equity and inclusion practices.
- Enthusiastic life-long learner.
- Values collegial collaboration and individual improvement.
- Proficiency with technology (GSuite in particular).
- Passing a criminal background check upon hire.

## Bonus Points

- Certification in college counseling or relevant licensure.
- Experience in high school admissions.
- Experience in high school student support services.
- Experience with gifted learners.

## Compensation

Salary range: \$100,000-\$140,000 commensurate with experience.

Benefits include medical, dental, vision, life, 401(k), flexible spending account, paid time off, holidays, and school breaks.

## To Apply

Please submit a cover letter and resume to [careers@tessellations.school](mailto:careers@tessellations.school). For more information about our school, visit <https://tessellations.school>.

*Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision making.*