

2023 - 2024



PCACAC

POTOMAC & CHESAPEAKE ASSOCIATION
FOR COLLEGE ADMISSION COUNSELING



Professional Pathways in Secondary School Counseling

LEADERSHIP EDUCATION CERTIFICATE

November 16, 2023



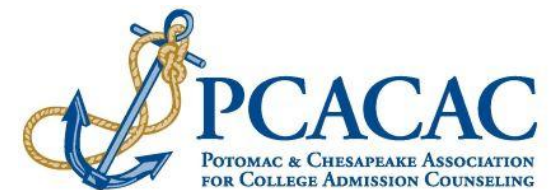
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LEARNING OBJECTIVES

1. To learn about pathways to leadership positions in secondary school counseling at private (independent) and public schools.
2. To learn about roles and responsibilities of each leadership position and the organizational structure of the counseling offices in both public and private schools.
3. How should counselors who would like to seek leadership positions prepare themselves? What skills are Heads of Schools or Directors looking for in applicants?



Independent School College Counseling: Pathways to Leadership Positions

Internal Entry Points

Teaching
Coaching
Other administrator

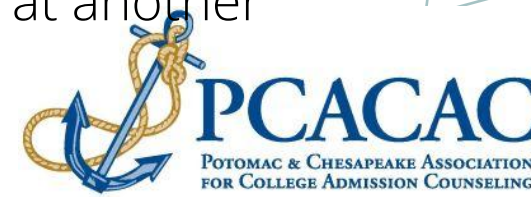
External Entry Points

College admissions officers
Public School counselor/CBO Counselor
IEC

Pathways to advancement--new title and/or greater compensation

Within the school--job opening (outside search + internal candidates)
Switch schools--gain experience at 1 institution & apply for advancement at another

****At Independent Schools "it depends" -- every school has a unique structure***



Independent School College Counseling: Roles & Responsibilities of Leadership Positions & the Organizational Structure of Counseling Offices

Director/Co-Director
Associate Director
Assistant Director
College Counselor

Bachelor's Degree (required); Advanced degrees (maybe...)

10/11/12 month employee

Are you on the school "Admin Team"?

To whom does College Counseling report & do *you* have direct reports?

Other duties (*common*):

Teaching/Coaching/Advising/Test Coordination/Test Prep/Registrar/Dorm
Duties/Internships/Admissions/Assistant Head/Academic Dean & Curriculum

--all of these could be a part of the job/often advertised in job description

****At Independent Schools "it depends" -- every school has a unique structure***

What skills/preparation are Heads of Schools or Directors of College Counseling looking for in applicants and in leaders?

Skills/Preparation

- Strong written & verbal communication (LOR; public speaking)
- Build & maintain relationships with stakeholders (students/parents/admission officers/Head of School/Board of Trustees/Faculty/Staff)
- List building
- Individual/group counseling/college counseling classes (10?, 11, 12)
- Create/run programs (grade level, finaid, essay writing, application workshops, test prep, LOR--teacher workshops)
- Academic Advising (consult on course selection)
- Knowledge of a wide range of colleges
- Familiarity with test administration(SAT/ACT/PSAT)/NCAA regs & manage approved course list
- Financial Aid facility
- Communication sequencing (work collaboratively w/Comms Office/Branding can be important)
- Willingness to work nights/weekends (not a 9-5 job)
- College Counseling coursework/classes/certifications (Villanova, Rice, UCLA, Klingenstein)
- Willingness to always be learning
- Multitask & fast paced/always evolving environment

Leadership Experiences

- Managing/supervising staff
- Proven ability to build strong/collaborative teams
- Budgets
- Ability to manage challenging situations/conversations and expectations
- Ability to work with diverse groups of students/colleagues (athletes, arts, BIPOC, International, 1st Gen, Fee Waiver eligible, LGBTQIA)
- Active engagement/leadership in professional associations (committee work, conference presentations, leadership positions)

****At Independent Schools "it depends" -- every school has a unique structure***

Lower case-load

Budget for department/professional development (varies widely by school)

No set payscale (salary negotiable to a certain extent); tuition discount for your kids

Less job security than public school counselors (year to year contracts; no union)

No pension (403B w/variable contribution from employer)

Public School Leadership Pathways

Roles

- Oversee implementation of ASCA National Model
- Countywide leader (Specialist, Coordinator, Director)
- School Based Middle or High School Director
- Career Counselor, Substance Prevention Specialist, Behavior Specialist

Requirements

- 3 years experience
- Dept chair training
- Master's in School Counseling
- Master's in Administration and Supervision (if considering central office leadership)
- *Teaching License requirement eliminated July 1 in VA
- Know your state requirements: VA Endorsement in Administration & Supervision for central office positions

Benefits

- More job security and employee benefits than private schools or IECs
- Higher pay than admissions
- Retirement benefits/pension

Public School

Summary Description

- Provides a comprehensive developmental program (ASCA National Model)
- Decision making, consultant, management of services
- Liaison with administration, staff and community
- Advocate for appropriate use of school counselors in the school

Knowledge, Skills, and Abilities

- Knowledge of the role of a counselor and school districts Policies and Procedures
- Thorough knowledge of the Comprehensive SC Program (ASCA National Model)
- Knowledge of growth and development stages of adolescents
- Effectively as a team member
- Administrative, read, write, notetake, interpret
- Oral and written communication skills (small/large groups)
- Ability to speak effectively
- Establish good relationships with all members of the school community
- Conduct observations and supervision

Example of Counselors Leaders Standards

- I. Counselors Leaders are committed to students and their learning.
- II. Counselors Leaders know counseling theories and techniques and their application to student learning and development.
- III. Counselors Leaders collaborate in the process of establishing and facilitating a positive learning environment to enhance student growth and achievement.
- IV. Counselors Leaders collaborate to continually assess and analyze student needs in order to develop appropriate counseling and guidance interventions/programs.
- V. Counselors Leaders are committed to continuous improvement and professional development.
- VI. Counselors Leaders exhibit a high degree of professionalism.
- VII. Counselors Leaders are committed to students and staff through effective school and department leadership.

What Administrators Value

(Data Collected for this Presentation)

Personal Character Traits: Approachable, Initiative, Prioritize, Innovative, Quick Learner, Flexible, Dedicated, Receptive to feedback, Self-reflective, creative, go the extra mile	16
Administrative Skills: Organizational skills, Multi-tasker, Time management, Prioritize, communication skills	11
Relationship Skills: Team player, Collaborator, Committed, Empathy, Integrity, Listening Skills, Kindness	10
Advocate: students, families, colleagues	5
Leader: Build capacity of their counselors, Motivation, Delegate, Holding people accountable, Building staff capacity, Courage, Coach and have tough conversations with colleagues.	5
Data Driven: Gather, Analyze, Inform	5
Understand Mission and Vision of the School: School-wide prospective, Support the vision of the principal, Solution oriented	3
Knowledge of SC Role: Case management, 504 process, child find, Credit check/Graduation Validation, Mental health support, College & career process, Scheduling/Synergy ASCA familiar RAMP school	3
Equity	3

QUESTIONS?



YOU MAY ENTER YOUR
QUESTIONS INTO THE Q&A
BOX IN ZOOM



THANK YOU!



Be sure to fill out the Webinar Exit Survey
(link in the Q&A)