



Southpointe ACADEMY

Job Posting Notice

Permanent, Full-Time

Director of University Counselling

Southpointe Academy, an independent, K-12, university-preparatory school in Tsawwassen, B.C. invites applications from individuals who wish to join our dynamic community. Located in a contemporary urban learning environment, the school building meets rigorous architectural standards and possesses views from all common areas of the Fraser Delta, Gulf of Georgia and the North Shore Mountains. Southpointe Academy is home to 560 students and over 80 teachers and support staff.

The School is an authorized International Baccalaureate Primary Years Programme (IB PYP) and IB Middle Years Programme (IB MYP) World School. Southpointe also offers The College Board's Advanced Placement (AP) Program to students in Grades 10 to 12. Our graduates attend the top post-secondary schools in Canada, the U.S. and the U.K.

Reporting to the Head of School the **Director of University Counselling** will be a strategic leader within the Senior School providing our students and their parents with exemplary support as they transition from Southpointe Academy to University Programs in Canada and Internationally. Starting **as soon as possible or in time for the 2020-21 School Year** the Director of University Counselling is additionally responsible for Student Services Department in the Senior School.

Role and Responsibilities:

- Ensuring that Senior School students receive progressive support from the Senior School counsellors, Student Services Department and University and Careers Counsellors;
- Collaborating with students Grade 9-12 to guide them in planning for the university admission process;
- Meeting with students and their parents to provide personalized support as part of the university planning process;
- Collaborating with teachers and administrators to facilitate appropriate programme delivery.

Essential Qualifications/Experience:

- Completion of B.Ed. and one of the following from the B.C. Ministry of Education; Certificate for Qualification or Independent School Teaching Certificate (or the ability to obtain a Certificate);
- Appropriate professional qualifications for university and careers counselling;
- Current knowledge of approaches to career counselling;
- Training and experience in counselling Senior School students on university and college applications and criteria;
- Experience with Canadian, US and UK university admissions procedures;
- Member of AAC and NACAC;
- Desire to help students achieve personal success;
- Commitment to the school's extra-curricular program;
- Ability to work cooperatively with all members of the school community;
- Excellent interpersonal, communication, and organizational skills.

Preferred Qualifications:

- Minimum 2 years of teaching experience.

Salary and Benefits:

- Salary commensurate with experience and qualifications;
- Extended health and dental;
- RRSP matching;
- Subsidised staff lunch program.

Application instructions:

Please review the [Job Description](#) and submit your application with the following supporting documents to careers@southpointe.ca:

- Cover Letter;
- Resume;
- BC Teaching Certificate or Independent School Teaching Certificate number;
- Two letters of reference, one of whom must be from your most recent supervisor;
- Most recent teaching evaluation.

We thank all applicants for their interest in working at Southpointe Academy. However, please note that only shortlisted candidates will be contacted.