



Director of Postsecondary Readiness (Guidance Counselor)

Addenbrooke Classical Academy | *Lakewood, Colorado*

Compensation: Paid on the teacher [salary schedule](#)

Position Summary

Addenbrooke Classical Academy seeks a mission-aligned, student-centered **Director of Postsecondary Readiness (Guidance Counselor)** to support our high school program. This role is dedicated to helping **every** Addenbrooke graduate identify and pursue a clear, viable, and fulfilling postsecondary pathway—whether that leads to a four-year university, a trade program, a career technical path, military service, or direct entry into the workforce. This position goes far beyond traditional counseling. The Director serves as a mentor, strategist, advocate, and guide who empowers students to reflect on their unique strengths, passions, and goals. Grounded in Addenbrooke's classical tradition, the Director cultivates a culture where every student is known, valued, challenged, and supported—ensuring that all post-graduation goals are honored and thoughtfully planned.

Why This Position Exists

At Addenbrooke Classical Academy, we believe a classical education provides an extraordinary foundation for **whatever** path a student chooses after graduation. The critical thinking, moral judgment, intellectual discipline, and broad knowledge developed through liberal arts study prepare students not just for college, but for life, citizenship, and career success.

We believe:

- **Education forms the whole person:** Education exists for the formation of character and mind through the pursuit of the good, the true, and the beautiful.
- **All pathways have dignity:** Every student's postsecondary vision—whether pursuing higher education, entering a skilled trade, serving in the military, or starting a career—deserves equal respect, intentional guidance, and robust support.
- **Preparedness creates opportunity:** Broad exposure to career fields, higher education, and technical training empowers students to make informed, confident choices about their futures.
- **Financial viability matters:** Postsecondary plans should be financially accessible, minimizing long-term debt and maximizing upward mobility for all students regardless of background.



Essential Responsibilities

Individualized Pathway & Career Planning

- Help students develop and maintain personalized academic and postsecondary plans tailored to their individual goals, interests, and strengths.
- Guide students through career exploration tools, interest inventories, and skill assessments.
- Meet regularly with students and families to discuss academic progress, career pathways, higher education options, and general readiness.
- Guide course selection and extracurricular choices to align with each student's specific postsecondary goals.

College, Technical, & Vocational Guidance

- Oversee a comprehensive postsecondary application support process for all students.
- Assist students with college admissions requirements, timelines, essays, resumes, portfolio development, and interview preparation.
- Coordinate the submission of transcripts, recommendations, and application materials.
- Maintain expertise in admissions processes across public/private universities, community colleges, vocational/technical schools, and military academies.

Work-Based Learning & Community Partnerships

- Develop and manage a repository of internships, job-shadowing, mentorships, and work-based learning opportunities.
- Cultivate relationships with university admissions officers, local businesses, technical institutes, and community partners.

Scholarship, Financial Aid, & Financial Literacy

- Educate families on postsecondary financial planning, including FAFSA/CAFSA, merit scholarships, grant programs, and work-study options.
- Assist students in identifying and applying for college scholarships and grant programs.
- Strive to minimize financial barriers and help families access resources that can help minimize the costs involved with pursuing higher education.

Testing & Academic Readiness

- Support students in preparing for and taking required college entrance exams.
- Analyze student academic data to identify growth areas and align preparation with targeted pathways.
- Partner with high school faculty to foster strong readiness for SAT/PSAT administration.

Family & Community Partnership

- Serve as a trusted partner for families as they navigate postsecondary options alongside their children.
- Host informational sessions and workshops covering college admissions, financial aid, and financial planning.
- Maintain alumni networks to provide current students with career mentoring, college advice, and industry connections.



Qualifications

Required

- Bachelor's degree from an accredited institution.
- Strong understanding of postsecondary planning, including college admissions, financial aid, career technical education (CTE), and alternative career pathways.
- Outstanding communication, organization, and relationship-building skills.
- Alignment with the mission, values, and classical education philosophy of Addenbrooke Classical Academy.

Preferred

- Experience in school counseling, college/career advising, workforce development, or youth mentoring.
- Experience working within charter, classical, or college/career-preparatory environments.
- Familiarity with career discovery tools, FAFSA/CAFSA, SAT/ACT, ASVAB, and military or trade apprenticeship entry requirements.

Desired Characteristics

- Believes deeply in the potential and worth of every student's individual journey.
- Embraces Addenbrooke's classical instructional mission and core values.
- Demonstrates exceptional attention to detail, proactive communication, and high integrity.
- Advocates tirelessly for student flourishing in school, career, and community life.

How to Apply

To apply for this position, please visit the Addenbrooke Classical Academy [Human Resources page](#) and complete the online employment submission form.

When submitting your application, please ensure you include:

- **Current Resume**
- **Cover Letter**
- **Contact Information for Three Professional References** who can speak to your qualifications and fit for this role (*one reference must be your most recent supervisor*). Please include the contact's name and phone number. A written letter is not needed.