



Merit Academy is currently seeking College/Career Advisor to join our faculty, starting this 2025-2026 school year.

ABOUT MERIT ACADEMY:

Merit Academy is a new school-of-choice in the beautiful mountain community of Woodland Park, CO. This classical, Core-Knowledge® school is currently in the start-up process, with doors opened in August, 2021 at max capacity of 184 with over 70 students on the waitlist. We currently have 505 full and part time students, grades PK-11. For our fifth year, we are anticipating over 570 full- and part-time students, grades PK-12. There is great need and desire for a classical, public school option in our area.

Merit Academy will serve grades PK-12 during this upcoming fifth year. At maturity, Merit Academy has smaller class sizes and a purposeful curriculum for enhanced performance and growth. We are also have great homeschool enrichment opportunities with Merit Academy.

Merit Academy is unique in that it is situated in an area that provides many opportunities for tremendous Rocky Mountain Enhancements. Additionally, to honor our rural culture and demographics, there is a “rocky mountain version” of a uniform, unique to what you may find in an urban and traditional classical school.

Merit incorporates a vertical and horizontal integration within academics and the House System on various Fridays. This careful design not only allows team cohesion among students of all ages and abilities in community and school projects, but it also provides our valued educators with additional collaboration and planning time.

Vision: To graduate students prepared for success in a free society, promoting civic responsibility and contributing their talents in a flourishing republic by pursuing beauty, truth, and good.

Mission: Merit Academy will cultivate the minds and nurture the hearts of K-12 youth in the Ute Pass/Woodland Park region with instruction in the principles of moral character and civic responsibility.

POSITION:

Guidance counselors are critical to the success of our exceptional students. In that, it is important that candidates are a solid fit for the school, community, and curriculum (and vice versa). The school counselor will work with the Deans and Headmaster through the development and growth of Merit Academy. Our staff bring to our students and our school poise, joy, respect and ability to cultivate the positive relationships needed to instill confidence and trust.

The ideal candidates will embrace the “rocky mountain version” of traditional-classical education that makes Merit Academy unique. Merit educators are passionate for the Core Knowledge® curriculum, liberal arts, Merit’s vision and mission, and our five virtues of valor, perseverance, responsibility, goodness, and friendship. Staff also embrace and support the ideas and philosophy of America’s Founding. Guidance counselors will be subject matter experts in ICAP, post-secondary readiness, scheduling, credit checks, graduation requirements, coaching students in executive functioning skills, classical education, PSAT/SAT, ASVAB, AP tests, and other required educational components.

COLLEGE/CAREER ADVISOR

This position is a full time Upper School guidance position, primarily working with our Logic and Rhetoric students (grades 6-12).

This position requires knowledge, experience, and understanding of student behavior and responsibility, post-secondary readiness, strategies for success in school (test-taking, ACT/SAT prep, study skills, building healthy relationships), and preparing for life as a responsible and productive citizen.

DUTIES & RESPONSIBILITIES:

- Plans and implements class placement, post-secondary readiness, and scheduling
- Sits on the RTI/MTSS team, as needed
- Collaborates with regular classroom teachers, as needed
- Communicates regularly with parents and staff regarding student's needs, college or career readiness, scholarships, or other availabilities to students
- Assist students in test preparation
- Facilitates credit checks and graduation requirement checks, works with students who need to make up classes or credits for graduation
- Work with colleges for concurrent enrollment and career start programs
- Maintains an appropriate and safe learning environment
- Cultivate the fundamental virtues of Merit Academy
- Embrace the school's vision and mission
- Prepare college and career readiness events (college nights, career nights, FAFSA nights, etc)

QUALITIES & CHARACTERISTICS:

- Professional when dealing with concerns of parents, families and fellow staff
- Moral character, acts with integrity and wisdom.
- Holds a conviction and dedication to school choice and Merit's vision and mission.
- Emboldens and supports students, parents, and associated volunteers to love learning, embrace our virtues, and promote a life of responsible citizenship in a flourishing republic.
- Engenders trust and assurances in others through effective, personable communication, kindness and community involvement, behavior, and outreach.

KNOWLEDGE & SKILLS:

- Ability to relate to students and develop relationships to support their skills as scholars and their actions as people.
- Contributes to a collegial faculty throughout the school
- A commitment to classical education, school choice, and the positive contributive culture of Merit Academy
- Able to communicate with poise, winsomeness, kindness, and humility

REQUIRED QUALIFICATIONS:

- Bachelor's degree or higher in Education, Counseling or similar field
- Experience in ICAP and post-secondary planning

- Must love working with students
- Works well with students, staff, and parents
- Conviction in Merit Academy's vision, mission and in a classical, liberal arts education
- Ability to maintain a calming presence, even when faced with crises or adversity
- Strength of character
- Desire for professional development, growth and mentorship

PREFERRED QUALIFICATIONS

- Understanding of performance indicators, especially as related to counseling and graduation requirements
- CO licensure with Counselor endorsement
- Experience in a charter or independent school

REPORTING STRUCTURE:

Reports to the Dean of Upper School and the Headmaster. Works side-by-side with teachers, interventionists, specialists, and staff.

PAY & BENEFITS:

200 day agreement

- Starting at \$54,000, depending on qualifications
- School holidays and breaks
- Additional 10 days personal/sick leave (Full-time employees)
- Bonuses for grant awards
- Health insurance (must be at least .75 FTE)
- Dental insurance (must be at least .75 FTE)
- Optional vision insurance
- Retirement benefits with PERA
- Employee Assistance Program

CONDITIONS OF EMPLOYMENT

- Offers of employment are conditional subject to successful background and reference check
- This is a salaried position, exempt from overtime.
- Employees are at-will employees
- As required by the IRCA, employees must be legally eligible to be employed in the U.S.A.

APPLICATION PROCEDURE (SUBMIT TO HR@MERIT.ACADEMY):

- Cover letter
- Resume/CV
- Minimum of three reference letters within the past two years
- Unofficial transcripts and any applicable certifications