

## **Christian Heritage School Job Description: Academic and College Counselor**

<b>DEPARTMENT</b>	Upper School
<b>REPORTS TO</b>	US Principal
<b>CLASSIFICATION</b>	Exempt
<b>JD CREATION</b>	May 2022

### **Job Summary**

Academic and College Counselor will work with students over the course of their high school career to develop a strategy and direction for applying to four-year universities. Will collaborate in the development and delivery of college application materials, financial aid, college admission testing, as well as all course selection and scheduling processes, academic counseling, and intervention programs.

The school requires all employees to have an authentic and mature personal relationship with Jesus Christ in both their professional and personal life, be active in a Bible-centered church and agree with the Statement of Faith for CHS.

**Essential Functions** Essential functions of the job include but are not limited to:

#### **Academic Counseling and College Counseling**

- Provides group and individual counseling to students and parents regarding all areas of college guidance, including, but not limited to, college entrance exams and preparation, college search and selection, college research and goal focused high school planning.
- Counsels students regarding educational issues such as course and program selection, class scheduling, dropping, and adding classes and college/career planning.
- Creates and submits materials to colleges in support of college applicants, including transcripts, references/recommendations, scholarships awards.
- Develops and fosters strong relationships with colleges and admission representatives through college visits, conferences, and information meetings.
- Schedules college visits to CHS.
- Collaborates with administration to develop the master schedule.
- Collaborates with faculty to develop and maintain community partnerships for internships.

#### **Classroom Instruction and Software & Programs**

- Provides, leads, and organizes annual College Application Workshop (CAW) in August; Essay writing, application process, deadlines.
- Creates and leads workshops and college counseling programs as needed (FAFSA Completion, Junior Class College Kickoff, College Fairs, College Decision Day, etc.).
- Reviews college essay for seniors when requested.
- Creates and delivers career and college preparation curriculum to grades 9 through 11.

#### **Communication and Administration**

- Collaborates with faculty and administration to address the needs of all students through preventative and intervention programs.
- Participate in academic planning meetings, Student Academic Services (SAS) meetings, student health meetings, student concerns meetings, and administration meetings as needed.
- Attend all faculty/departments head meetings.
- Maintain timely communication with students and their families.
- Conducts college planning, financial aid, and scholarship information sessions for high school families.
- Serves at all Open House events throughout the year.
- Provides student and parent updates throughout the year on college application and scholarship information and deadlines.
- Annual and periodic review of each student's course work.

## Testing and Assessment

- In collaboration with the Registrar, serves as the College Board SAT Testing Site Representative, College Board SSD (Service for Students with Disabilities) Coordinator and UConn Site Representative.
- Oversees testing programs (PSAT, SAT and AP) and running test days at the school.
- Interprets and communicates test results with administration, faculty, and families.
- With the Registrar, manages the dual credit enrollment program and serves as the liaison between higher education dual enrollment partners and CHS.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office/classroom environment.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate physical effort required; generally, requires sitting, walking, and standing. Mobility through the school/classroom is required. Normal lifting, carrying, reaching, pushing, and pulling.

## Position Type and Expected Hours of Work

This is a full-time position Monday – Friday in a calendar year. Occasional hours at nights and weekends to accommodate meetings and events.

## Education, Experience & Skills Qualifications

### Education

- Bachelor's degree from an accredited college /university

### Experience

- College guidance experience in a private or public school preferred.
- Minimum of 2 years teaching experience
- Proven management skills

### Skills and Training

- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
- Proven ability to work in a leadership role that interacts with diverse groups, including faculty, staff, students, and parents.
- Evidence of high levels of organizational skills and ability to work closely and effectively with students, parents, and colleagues in the school.
- Ability to organize tasks and manage time to meet many and varied deadlines.
- Knowledge of relevant applications including Google Suite, Microsoft Office. Naviance and FACTS preferred.
- Models Christ-like behavior in word and behavior both in and out of the classroom.

*This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. The Employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.*

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EMPLOYEE NAME

SIGNATURE

DATE