St. Vincent-St. Mary High School

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| **Job Title:** College and Career Counselor | **Reports to:** Principal |
| **Department:** Academics | **Revised:** 04/30/2024 |

**Term:** School Year / Salary (Contract)

**PRIMARY PURPOSE:**

The Academic and College/Career Counselor will serve as a member of the counseling team. This position is committed to fulfilling the school's vision, mission, core beliefs, and goals collaborating regularly with the principal and other members of the school community.

The Academic and College/Career Counselor works with students advising and assisting them in making academic choices that align with their educational goals. They will develop and lead programs that educate and connect the student with resources that enable them to reach their full potential.  This counselor will provide students at all levels with appropriate academic advising; sharing with them important career and college information that facilitates effective decision-making.  They will also counsel students as it relates to school performance and college admissions.

This counselor will plan programs that connect STVM students to resources that introduce them to various career paths.  They will also work with students advising them about study skills, student/teacher relationships, course selection, peer relationships, career information, testing & college selection. They will also act as a mental health liaison with private counselors and other appropriate outside agencies.

**The Ideal Candidate Shall Possess:**

* An in-depth knowledge of colleges and universities, a strong understanding of the evolving college admissions landscape, and a robust network and reputation for their integrity within the college admission and college counseling profession.
* An orientation toward thinking creatively and boldly about college counseling programs and programming to align with the STVM school community.
* Significant commitment to diversity, inclusion, and belonging, including a vision for continuing to evolve and grow a differentiated and equitable college counseling program that meets the needs and aspirations of the STVM students and families.
* A desire to work intensively and collaboratively with STVM students and their parents, eagerly welcoming conversations and encouraging interaction among students, parents and caregivers, and the college counseling office.
* Strong intellectual engagement and emotional intelligence.
* Strong analytical and informative writing skills, including the ability to craft individualized letters of recommendation and communications about the college search process and college counseling program to the school’s students and families.
* The ability to deliver clear, dynamic, educational, and confidence building presentations to students, parents and caregivers, and colleagues.
* A collaborative team approach to decision making
* An ability to engage students in a classroom setting and teach a course geared towards the college search and application process.
* Active participation in local and national associations relevant to the profession, including NACAC, College Board and ACCIS, as well as interest in attending college tours and networking with colleagues in college counseling and college admissions.
* A palpable and infectious sense of joy in working with students and being an engaged member of a school community.

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Course, College and Career Advisement**

* 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.
* Maintains connections with colleges and admissions representatives including scheduling college visits to STVM.
* Collaborates with High School Faculty to develop and maintain community partnerships for work-study programs and internships.
* Collaborates with the Principal to revise/write advisory lesson plans for college and career readiness standards
* Forge relationships with college admission offices and create awareness of STVM in the eyes of colleges and universities
* Assist students with NCAA eligibility

**Parent Communication**

* Plans and conducts workshops for parents and students to discuss post-high school educational plans and options.
* Helps parents and students to understand and utilize the four year plan for career and college planning.
* Conducts college planning, financial aid and scholarship information sessions for high school families.
* Provides student and parent updates throughout the year on college application and scholarship information and deadlines.

**Assessment**

* Analyzes data and uses results to inform stakeholders regarding school improvement; interpret cognitive/aptitude/achievement tests; analyze grade point average in relationship to achievement.
* Tracks trends in admissions and college counseling fields.
* Prepares an annual report on the post high school plans of graduates.
* Create detailed reports of college acceptances and matriculation.

**Administration & General Responsibilities**

* Manages the College Credit Plus program and serves as the liaison between higher education dual enrollment partners and STVM.
* Meet with 9th - 12th grade students and families to discuss issues pertaining to students’ futures and create a personalized plan of action (academic options, careers, college selection)
* Meet with 9th - 12th grade students quarterly in groups to explain/review resources in the college/career center and create/establish college awareness
* Monitor the student’s grades and to build meaningful relationships with students and families.
* Meet with academic probation students and monitor their success
* Establish and maintain college calendar in Naviance and on the STVM website detailing all relevant due dates, test dates, scholarship info and upcoming college related events
* Attend professional development conferences and seminars to remain current about new trends, policies and opportunities in the field of higher education 1
* Attend evening, school related functions such as graduation, College Fair, Parent Information Nights, Curriculum Night. Open House, etc.
* Assists with supervisory duties as requested
* Assist in coordination and facilitate all aspects of college placement and career guidance services in grades 9 -12.  This includes the following:
  + Meet with individual students and parents regarding post secondary placement
  + Publicize relevant information regarding post secondary placement (dates of college admissions tests, standardized tests, scholarships, etc.)
  + Update and maintain resources on colleges and careers choices and options
  + Conduct college and career guidance advisory groups
  + Write quality individual counselor recommendation for each applicant
  + Review and process students’ college applications
  + Give workshops on college essay writing, test-taking skills, interviews, etc., in English classes and class meetings
  + Conduct college-night programs
  + Serve as liaison to universities, the College Board, ETS, and other relevant organizations and institutions
  + Update all testing publications and handouts
  + Coordinate college fairs and visits from university admissions officers
  + Help students identify their strengths and the relevance of these attributes to their future
  + Develop and update college counseling publications distributed to students and families dealing with all aspects of the college admissions process, essay writing, financial aid, test-taking practices, and other topics
  + Regularly update parents about relevant college application practices and trends

**QUALIFICATIONS:**

* Master's degree from an accredited college or university in school guidance and counseling; Experience as a teacher and/or counselor preferred.
* ODE School Counselor License.
* Virtus certification and FBI/BCI background check.
* Must possess the ability to communicate effectively verbally and in writing.
* Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions and Physical Requirements:**

Must have the ability to sit and stand for extended periods of time; to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

**Work Hours:**

School Calendar. 7:30 a.m.- 3:15 p.m. when school is in session. Evening and weekend assignments (based on an agreed upon schedule) plus other designated events including but not limited to: Open House, Curriculum Night, Showcase Gala, Graduation events, and other designated out of school functions as requested throughout the school year.

**Other Benefits:**

Full-time Employees are eligible for Individual or Family Health Benefits, Dental and vision plans, Prescription Drug coverage. Employees with children attending St. Vincent-St. Mary High School are eligible for all scholarships, grants and aid available through state, diocesan, and school offerings.

NOTE: While a conscientious effort has been made to include all the duties and expectations of St. Vincent St. Mary High School College and Career Counselor, the above is not all inclusive and the position's duties may be expanded, modified, or deleted at the discretion of the Principal. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment.

**St. Vincent – St. Mary High School is an equal opportunity employer.**

**Please submit the following to** [**employment@stvm.com**](mailto:employment@stvm.com)**.**

* **Cover letter**
* **Resume**
* **2 redacted letters of recommendation for a current or former student**
* **1 sample parent newsletter**