

## Job Description

<b>Position</b>	<b>Secondary College Counselor</b>
<b>Reporting Relationship</b>	<b>Director Teaching &amp; Learning</b>
<b>Working Relationships</b>	<b>Counselors, IB Coordinators, Faculty, Students</b>

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### Description

The Secondary College Counselor guides Grade 11 and Grade 12 students in their college search, monitors the progress and completion of each advisee's applications, and coordinates in all activities required to sustain and advance a productive and dynamic college advising program.

### Specific Duties

The Secondary College Counselor handles a full caseload of students and directs all aspects of the college counseling process with them individually. This includes (but is not limited to)

- Innovating the best ways to utilize technology to enhance information sharing, collaborating, and the college application process
- Coordinating all meetings with students and families.
- Writing a personal letter of recommendation for all students.
- Providing access to information and guidance on decision making for students regarding specific areas of interest and college choices.
- Direct handling of any and all situations that arise in the college counseling process.
- Leading all college counseling programs throughout the school year.
- Being proficient in using and guiding students to use college search, essay writing and application platforms.
- Developing college relationships through attendance at regional and international conferences and college visits.
- Handling of college admission representatives visits to ISD.
- Remaining current on all college admission trends including merit and need-based aid, and standardized testing .
- Assisting the Student Support Team and Advancement Center initiatives and activities including standardized testing and course forecasting.
- Communicating regularly with students and families about the college preparation, admission and entry process.
- Coordinating the letter of recommendation process for teachers and keeping all staff informed about the college application process.
- Tracking and reporting all data related to the college application process and maintaining an updated alumni database.

### Collegiate Responsibilities & Expectations:

- To understand and live the school's mission.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers and administrators.
- Maintain professional relationships with students, parents and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.
- Actively participate in Appraisal Procedures.



- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.

