

Job Description

Position	Secondary University Career Counselor
Reporting Relationship	Secondary Principal
Working Relationships	Counselors, IB Coordinators, Faculty, Students, Parents

Description

The Secondary University and Career Counselor guides Grade 11 and Grade 12 students in their college search, monitors the progress and completion of each advisee's applications, and coordinates all activities required to sustain and advance a productive and dynamic college advising program. Additionally, the University Career Counselor provides information and guidance to students and families in grades 9 and 10 related to course selection and the college application and admissions process.

Specific Duties

The Secondary University Career 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):

- Coordinating all college counseling and academic advising meetings with students and families.
- Providing access to information and guidance on decision making for students regarding specific areas of interest and college choices.
- Communicating regularly with students and families about the college preparation, admission and entry process.
- Direct handling of any and all situations that arise in the college counseling process.
- Coordinating the letter of recommendation process for teachers and keeping all staff informed about the college application process.
- Writing a school counselor letter of recommendation for all grade 12 students.
- 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.
- Innovating the best ways to utilize technology to enhance information sharing, collaborating, and the college application process
- Developing 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 in the implementation of support plans and interventions for students
- Evaluating high school student transcripts upon admissions to determine credits and status for on-time graduation
- Supporting students in credit recovery through online provider(s)
- Tracking and reporting all data related to the college application process

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.

Accredited By



Council of International Schools (CIS), UK
 New England Association of School and Colleges (NEASC), USA

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- 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.