



# JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

## COLLEGE COUNSELOR

**Reports To:** Director of College Counseling

**Job Status:** 12 month, salary exempt position

**Salary Information:** Salary will be commensurate with experience.

**Description:** JSerra Catholic High School is looking for an exceptional college counselor. Utilizing leadership, advocacy, and collaboration, the school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic, college, career, personal, and social development for all students.

### RESPONSIBILITIES

- Provides academic and college planning support for 9 – 12<sup>th</sup> grade students and their families
- Advises students with course selection as it pertains to student interests, goals, and abilities
- Assists students and their families to successfully navigate the college admissions process
- Analyzes transcripts and assists with academic planning to ensure successful completion of graduation requirements
- Monitors students' academic progress, graduation requirements, and follows up with summer school needs
- Writes letters of recommendation for scholarship and college applications
- Meets with assigned students and identifies, monitors, and intervenes with students who, due to academic, discipline, or personal problems, are at risk of failure
- Consults, collaborates, and communicates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs
- Serves as an advocate for students when meeting with academic committees
- Attends open houses, registration nights, weekly counseling meetings, staff development trainings and weekly meetings, and other activities as required by administration
- Attends to administrative assignments or responsibilities specified by the Director of College Counseling

### KNOWLEDGE, SKILLS, AND ABILITIES

- Have experience and knowledge in working with international students and college admissions as it relates to them
- Have demonstrated effectiveness in teaching, leadership, and administration
- Have an in-depth knowledge of curriculum as it pertains to current college admissions policies
- Be skilled in computer applications as they pertain to counseling documentation
- Be highly motivated with strong organizational, problem solving, and oral/written communication skills
- Possess a disposition toward a team approach to administration, faculty, parents & students

### EDUCATION & EXPERIENCE

- Bachelor's degree in related field required
- Master's degree in School Counseling or related field is highly preferred
- Hold or be near completion of earning a Pupil Personnel Services Credential
- Have at least three years of high school college counseling experience

### SPECIAL QUALITIES & CHARACTERISTICS

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff