

College Counsellor

High School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The High School College Counsellor provides academic, post-secondary, and career counselling services for the ISZL high school community. Our two college counsellors form part of the Student Support Services team, which includes social-emotional counsellors, EAL and Learning Support teachers. This full-time position will begin in early August of 2021.

Working with ISZL Students

- Provides college counselling services for all upper high school students to help them with their post-secondary exploration and application processes.
- Assists with academic advising and the selection of pathways into Grades 11 and 12.
- Manages the letter of recommendation process for all students applying to post-secondary institutions of higher education. Is responsible for producing counsellor recommendations for students who require them.
- Organises the transmission of supporting documentation (i.e. high school transcripts, recommendations, etc.) to schools ISZL students transfer or apply to.
- Plans, organises and hosts university visits to the ISZL campus and locally.
- Arranges administration of, and/or registration for, of all school-based admissions tests and interest inventories, including the PSAT, Pre-ACT, SAT, ACT, IELTS, TOEFL, and Cambridge Assessment Admissions Testing.
- Maintains appropriate databases and information systems to streamline the dissemination of information relevant to the college selection and admissions process. Manages student application data in order to produce reports and understand ISZL application and matriculation trends.
- Participates in our Personal Development Programme (i.e., Homeroom, PSHE and/or Service)
- Actively incorporates current research-based counseling practices into daily interactions with students
- Collaborates with the divisional counselors and other teachers to ensure the social, emotional, and educational needs of students are met

Working with ISZL Colleagues

- Collaborates with colleagues to ensure departmental and school-wide philosophical alignment
- Participates in departmental, divisional and schoolwide meetings and activities
- Provides support and information to help teachers with student recommendation process

Working with ISZL Parents and External Community

- Educates the ISZL school community on global admissions trends, practices, and national systems.
- Liaises with the global college counselling and post-secondary admissions communities on behalf of our students and school, and represents ISZL through participation in global college counselling professional organisations.

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Required and Preferred Qualifications

- Please refer to [ISZL's Candidate Profile](#)
 - Preferred candidates will have prior college counselling experience and a comprehensive understanding of European admission systems, particularly those in the UK, Netherlands, Germany and France. Knowledge of the US market is important as well.
 - Experience in working with with students and families to manage mental health/socio-emotional problems as they arise
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.