



Job Title: College & Academic Counselor
Job Status: Full-Time
Exempt Status: Exempt
Department: College & Academic Counseling
Reports to: Director of College and Academic Counseling

Position Summary

The College and Academic Counselor will carry an assigned case-load for the junior and senior class for academic and college planning through graduation. The counselor will advise students on admission requirements for UCs and CSUs and appropriate private and out-of-state public colleges and universities. The counselor will inform students of the various post-secondary educational options available, help them choose colleges to consider, guide the college application process, and empower them to be "salt and light" after graduation from The King's Academy.

Duties and Responsibilities

1. Meet and work with individual students and their parents
 - a. Meet one-on-one with each assigned student and his/her family in the second semester of junior year to discuss and offer advice on course selection for senior year, standardized testing, and possible college options.
 - b. Prepare for the meetings by a thorough review of student's and parent's student and parent information.
 - c. Assist the Director with the AP process and inform/counsel assigned students individually on the committee decisions.
 - d. Assist seniors with their college essays by brainstorming for topics, and review essays to ensure the documents reveal the student's personality, strengths, and character in readable prose.
 - e. After a thorough review of each assigned senior's file, teacher/staff comments, and personal interaction with the student, write letters of recommendation and fill out secondary school reports and counselor recommendation forms, as well as requested scholarship forms, for each student. Submit transcripts and supporting documents to colleges honoring all deadlines.
 - f. Counsel assigned students on college application options (early action, early decision, etc.) and suggest an appropriate strategy for each student.
 - g. Upon request by students and parents, review and analyze college admission and financial aid awards for individual students.
2. Communicate relevant college information to groups of parents and students in daytime and evening meetings and presentations
 - a. Assist the Director in delivery of evening presentations for students and parents: Parent and Student College Nights (4), Financial Aid Night, and College Guest Speakers events.
 - b. Schedule and promote college visits to The King's Academy. Attend and monitor visits to The King's Academy from college admissions representatives.
 - c. Share in the responsibility of preparing for the annual Christian College Fair and the spring RACC fair.
 - d. Responsible for classroom presentations to juniors and seniors and College Application workshops for seniors during lunch and after school, and at other times as determined by the Director.
3. Professional Development
 - a. Attend the following annual conferences: UC, CSU, WACAC, and NACAC (western and national college admission organizations, respectively) to expand knowledge and keep current on the latest college information.

- b. Attend events put on by individual colleges and groups of colleges to learn about them, network, and promote The King's Academy.
 - c. Visit colleges and universities in California and the United States when the opportunity arises to do so, to learn, network, and promote The King's Academy.
 - d. Expand knowledge and stay current through materials sent by colleges, the NACAC listserv, relevant articles, etc.
4. Work with faculty, administrators, and the athletics department
- a. Have a working knowledge of the FACTS Student Database to assist with academic schedule changes the week before school starts in the fall and during the add/drop periods of semesters one and two.
 - b. Interface with relevant faculty regarding the AP process and decisions, as well as student schedule changes.
 - c. Collaborate with faculty when student concerns arise.
 - d. Attend grade-level meetings for juniors (second semester) and seniors and follow-up with individual students and teachers as needed to address concerns raised.
 - e. Solicit input from teachers and staff for counselor recommendation letters.
 - f. Work with the Dean of Students, Academic Support Services, Athletics Department, and the Registrar's Office on behalf of individual students as needed.
 - g. Attend or present at Open Houses and other events on behalf of The King's Academy.

Qualifications

Education and Experience

1. Bachelor's Degree required, plus certification in college counseling highly desired.
2. Minimum of three years of college counseling experience in a high school setting preferred.

Specialized Knowledge in

1. A broad and varied array of colleges and universities in the United States.
2. The application process for CSUs, UCs, out-of-state public universities, and private colleges and universities.
3. The fundamentals of financial aid for college.

Skills and Abilities

1. Excellent oral and written communication.
2. Excellent time management.
3. Ability to multi-task and handle a large and varied case-load independently.
4. Ability to function well as a team player in a fast-paced environment while maintaining professionalism and a sense of humor.

Other Characteristics

1. Must have a personal relationship with Jesus Christ.
2. Must be active in a local Christian body of believers or at least pursuing community with other Christ-followers.
3. Must have compatible theology on significant issues of TKA's Statement of Faith and Lifestyle Agreement.
4. Ability to respect and maintain confidentiality.
5. Ability to see and celebrate the potential in each student.
6. High emotional intelligence, empathy, flexibility, creativity, discretion, and patience.

Working Conditions

It is required that the College Counselor work from Monday-Friday, several evenings per year, occasional weekends, and during school breaks if necessary to meet college deadlines. This position also requires overnight travel on occasion, sometimes for several consecutive days.

Physical Requirements

To perform this job successfully, you must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Stand and sit for prolonged amounts of time.
2. Walk, bend, kneel, and twist.
3. Talk and hear.
4. Occasionally lift and move up to 20 pounds.
5. Finger and hand dexterity to feel, handle, and operate objects, tools, controls, and reach with hands and arms.
6. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Benefits

The King's Academy offers excellent benefits to employees and families. Please check our website for more information at www.tkabenefits.com.

Disclaimer or provisions: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.