High School College Counselor

The High School College Counselor is responsible for leading the college planning process for our High School students. This position is responsible for providing college and academic counseling to a diverse ethnic, multicultural population of students and families; advising and guiding students and families in all aspects of the educational planning and college admission process; and developing and implementing programs to meet the needs of our students.

This is a full-time, 12-month position, reporting to the Director of College Planning.

General Duties:

- Work in conjunction with other high school counselors to deliver the college planning curriculum and communicate with students and parents to develop and nurture an individual college plan for each residential student.
- Provide academic advising based on students' grades, skills, test scores, academic execution, and college goals.
- Develop and maintain students' course schedules.
- Assist with SAT/ACT/ TOEFL and Duolingo registration, scheduling, and test prep opportunities.
- Track and report student college acceptance data.
- Act as a high school student college specialist and support the counseling team accordingly, including being active in professional development.
- Develop academic accommodation plans for students with diagnoses warranting in school accommodations.
- Meet and greet with new students virtually and in person for course scheduling and academic orientation.
- Other duties as assigned.

Job Requirements:

- Bachelor's Degree in Counseling, College Admissions or related field required; Master's Degree preferred.
- 3+ years experience as a high school college counselor or college admissions counselor
- Excellent writing, interpersonal and organizational skills
- Good time management skills and flexibility in dealing with multi-functional tasks
- Experience working with students and parents and have the ability to respond effectively to the needs of a diverse student and parent population.
- Experience working with Student Information Systems
- Experience working with Google Suite