6189 Winter Garden Vineland Road
Windermere, FL 34786
www.windermereprep.com
T 407.905.7737
F 407.905.7710

Windermere Preparatory School
High School Counselor
This is a full-time, 12-month position, reporting to the Director of College Counseling.

The High School Counselor is responsible for providing academic advising and social-emotional support for our high school students during their journey through high school and in the college admissions process. The ideal candidate should have experience in both school counseling and college advising, and must be comfortable working with a diverse group of students and families.

JOB RESPONSIBILITIES:

- Provide academic advising based on students' grades, skills, test scores, academic execution, college goals and assist students in developing a four-year plan.
- Support students in discovering their abilities, interests, and talents.
- Advise and counsel students through academic and short-term social and emotional challenges. Refer more significant concerns to behavioral health specialists.
- Collaborate with other high school counselors to deliver the college planning curriculum.
- Communicate with students and parents to develop and nurture an individual college plan for each student.
- Assist with SAT/ACT/TOEFL and Duolingo registration, scheduling, and test prep opportunities.
- Track and report student college acceptance data.
- Teach guidance classes and provide guidance counseling to students through planned activities in small group or classroom settings to convey educational, social, and important school information, and offer workshops/seminars for parents.
- Participate in ongoing professional development related to college counseling.
- 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.
- Participate on a Student Success Team to identify students who may need targeted or intensive services, and coordinate with behavioral health specialists.
- Provide individual student planning and responsive services to support students and their families regarding academic matters.
- Support and attend appropriate student activities and events.
- Assist students and parents in understanding school policies and procedures.
- Communicate and collaborate with behavioral health specialists to develop and implement individual student support.
- Other duties as assigned

Job Requirements:

- Bachelor’s Degree in Counseling, Guidance, Education or Social Work; Master’s Degree preferred

- 3+ years experience as a high school counselor, college advisor, or college admissions counselor
- Excellent writing, interpersonal, and strong organizational skills
- Good time management skills and flexibility in dealing with multi-functional tasks
- Experience working with students and parents and can respond effectively to the needs of a diverse student and parent population.
- Experience working with Educational software
- A working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results.
- Understanding and familiarity with computer applications and word processing functions.
- Experience working with Google Suite platform preferred