

### **Job Description: Secondary Higher Education & Pathways Advisor (Guidance and Careers Counselor, Grades 7–12)**

The Secondary School Higher Education & Pathways Advisor will provide comprehensive support to students in Grades 7–12, focusing on academic success, personal development, and post-secondary pathways. The higher education and pathways advisor will work closely with students, parents, faculty, and external institutions to facilitate a smooth transition to global post-secondary education pathways.

#### **Key Responsibilities:**

- Assess and support student academic performance and well-being.
- Provide guidance on academic course selection, study skills, time management, and goal setting.
- Oversee community involvement opportunities, bringing opportunities to students as well as tracking the completion of required hours.
- Monitor and support students in meeting graduation requirements, including credit accumulation, volunteer service and completion of the Ontario Secondary School Literacy Test.
- Develop and deliver workshops to enhance student success including but not limited to; course selection, university applications, time management, social emotional development.
- Assist students and parents with post-secondary opportunities, facilitating university visits and information sessions/fairs.
- Assist students with university applications, to primarily Canadian, UK, Hong Kong, US, and Australia.
- Provide guidance on personal statements, essays, document requests
- Manage the alumni network and maintain communication of DSC alumni through social media platforms.
- Maintain regular communication with the Principal about student progress and issues affecting success.
- Maintain accurate records and track academic and community requirement completion in the school information system.

#### **Additional Requirements**

- Ability to work collaboratively with faculty and administration.
- Commitment to student advocacy and promoting a positive school culture.
- Flexibility to adapt to changing needs and priorities within the school community.

#### **Qualifications**

- Bachelor's degree in Education, Counseling, or a related field.
- Experience in academic counseling within a secondary school setting is preferred.
- Familiarity with global post-secondary application systems is an asset.
- Strong communication and interpersonal skills, with the ability to engage students, parents, and staff effectively.
- Familiarity with student information systems and data management.

Contact our Head of School, Dr. J. Walter ([j.walter@dsc.edu.hk](mailto:j.walter@dsc.edu.hk)), if you would like to express interest in joining our team of educators.