

Position Description

Title: Academic & College Success Advisor

Reports to: High School Principal

Full-time, exempt, 200-day Contract

Position Summary: The Academic and College Success Counselor will work closely with students, families, and teachers/staff to guide students through academic planning, college preparation, and college admissions. The counselor will help students identify their high school academic goals, college goals, assist with the application process, and ensure that students are well-prepared academically, emotionally, and socially for post-secondary education.

Responsibilities:

Individual Counseling:

- Meet with students individually to discuss their high school and college goals, academic performance, and career aspirations.
- Provide one-on-one guidance for high school course planning and selection.
- Provide one-on-one guidance for students through the college application process, including choosing schools, writing essays, and preparing application materials.
- Help students understand college entrance requirements, financial aid options, and scholarship opportunities.
- Assist students with building a college list that aligns with their interests, academic strengths, and extracurricular involvement.

College Application Support/Readiness Programs:

- Guide students through the application process, including completing applications, writing personal statements, and securing recommendation letters.
- Offer advice on standardized testing, such as ACT, PSAT, and SAT, and create strategies for test preparation.
- Provide resources and workshops for writing effective college essays and preparing for interviews.
- Coordinate, update, and communicate scholarship information
- Develop and implement workshops and presentations on topics related to college readiness, such as navigating Naviance, the Common App, understanding financial aid packages, and scholarship search strategies.
- Educate students and parents about college options, application timelines, and necessary steps throughout the college admissions process.

Collaboration with Teachers and Administration:

- Work closely with teachers and administration to ensure SMCHS academic courses and programs are aligned with college recommendations and requirements.
- Work closely with teachers to ensure students are meeting academic expectations and are prepared for college-level coursework.
- Coordinate with administration to stay informed about any changes in state and national college admissions policies, deadlines, and requirements.

Family and Community Outreach:

- Organize informational sessions and meetings for incoming students, current students, and parents about high school course selection.
- Organize informational sessions and meetings for students and parents about the college application process, financial aid, scholarships, and admissions criteria.
- Maintain regular communication with families to keep them informed and involved in their child's college preparation.

Record Keeping and Reporting:

- Coordinate AP, PSAT, ACT, and Pre-ACT testing
- Keep detailed records of student progress, interactions, and outcomes related to the college preparation process.
- Assist in compiling and submitting necessary documentation for college applications and post-secondary planning.

College Visits and Partnerships:

- Coordinate college visits, fairs, and guest speaker events to expose students to various post-secondary options.
- Build and maintain relationships with college admissions representatives and other stakeholders in the higher education field.

Qualifications:

- Master's degree in School Counseling, Higher Education, or related field.
- Experience in counseling students in the college preparation or admissions process.
- Knowledge of the college application process, including admissions criteria, financial aid, and scholarship opportunities.
- Strong understanding of post-secondary options, including four-year universities, community colleges, vocational programs, and other educational pathways.
- Strong interpersonal and communication skills, with the ability to work effectively with students, families, and staff.
- Highly organized with the ability to manage multiple tasks and deadlines.
- Ability to create and lead workshops, seminars, and presentations.
- Empathy and understanding of the challenges students face during the college admissions process.
- Proficiency in college-related software and resources (Common App, Naviance, etc.).

Work Environment:

- Office-based with occasional travel for college visits, fairs, and conferences.
- Typical school hours, with occasional evenings or weekends for meetings or events.

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the faith life of the SMCS community. I can perform the above duties with or without reasonable accommodation.

Signature: _____