College/Guidance Counselor

Boca Prep International School is seeking a College/Guidance Counselor to join our team. The ideal candidate should be someone who prioritizes the overall well-being and social-emotional nature of every student while promoting the development of young people to contribute proactively to the ongoing work towards a better world.

Founded in 1997, Boca Prep has been providing a student-centered, college-preparatory, International Baccalaureate (IB) education for students in preschool through 12th grade as an independent school. The school was IB authorized in 2009 and became an IB World School in 2016, offering all three programs of the International Baccalaureate, as well as extra-curricular activities, community service, performance programs, and the performing arts that are all emphasized alongside the highest expectations for academic engagement and attainment. With over 50 countries represented in our student body, Boca Prep has developed its own community with an international perspective. With small class sizes and an experienced and caring faculty, we help develop students to become lifelong learners and global citizens.

Boca Prep is an International Education Systems (IES) school. Students and faculty from IES schools are members of a worldwide network of international schools that work together, share expertise, and offer cultural and linguistic exchanges. IES schools focus on the individual student through small classes, mentoring, and a system of personalized learning. IES schools stress internationalism, whether through IB programmes or national programmes that include an emphasis on internationalism, privilege language learning as a key skill in a globalized world, promote academic rigor, stress the development of character, self-discipline, and learning how to learn, and are flexible about the distinctive needs of the different societies and communities which they serve.

The position of College/Guidance Counselor:

The college/guidance counselor is responsible for the overall emotional well-being and successful pathway of all students. The tasks under this role include, but are not limited to:

Guidance Counselor

- Provide short-term, solution-focused counseling to students and families seeking support.
- Provide crisis intervention, including assessment and clinical support during emergencies (e.g., risk of harm to self or others, mandated reporting situations).
- Provide in-class guidance lessons regularly for all grade levels as appropriate.
- Request and review current student accommodations and IEP plans, and communicate accommodations to all teachers.
- Set regular meetings relating to student behavior monitoring plans, convening the student support team, and communicating with the student's family.

- Participate in meetings with faculty to support students who exhibit social-emotional behavioral issues or whose enrollment status may be in jeopardy.
- Meet with students of concern as needed. Document the meeting, follow up with parents, and inform school administrators and faculty of all student concerns as necessary.
- Manage and document counseling cases with professionalism and confidentiality, including follow-ups and case notes.
- Offer referrals and coordinate access to outside mental health professionals and community-based resources, based on counselor assessment and family needs.

College Counselor

- Own all aspects of the college counseling process for Boca Prep students, including, but not limited to:
    - Teach the college preparatory class to 11th and 12th grade students, along with leading workshops for 9th and 10th grade students to ensure a successful college preparatory trajectory using the Unifrog system.
    - Assist students with finalizing college applications prior to the early action/early decision deadline of senior year (November 1).
    - Hold regular workshops to help seniors have a successful college transition.
    - Assist students with registering for College Board tests.
    - Stay abreast of trends related to college admissions by attending webinars, counselor calls, counselor fly-ins, conferences, and other professional development opportunities.
    - Support students with their college applications, including their college essays.
    - Write letters of recommendation for students as needed.
    - Host parent workshops/seminars to explain the college admissions process.
    - Schedule and coordinate college on-site visits at Boca Prep and advocate for Boca Prep students with college admissions officers through university visits.
    - Maintain a spreadsheet of all seniors, January - graduation, bringing forward any concerns with progress to administration.

School Registrar

- The school registrar will be responsible for maintaining all student transcripts and records, along with data entry. The tasks under this role include, but are not limited to:
    - Create class schedules for the PYP, MYP, and DP based on the school schedule.
    - Conduct enrollment verification (course audits under state standards).
    - Register all new students and maintain registration records on all current students.
    - Ensure all students have the expected coursework completed upon enrollment, and current students are progressing on the expected course trajectory.

    - Communicate with new families if their child requires additional coursework prior to being admitted to Boca Prep.
    - Maintain all student academic records/cumulative folders.
    - Prepare and distribute, by determined dates, progress reports and report cards to families.
    - Process transcripts upon request.
    - Complete school transfer and withdrawal requests.

Qualifications

- Bachelor's degree in school counseling, psychology, guidance, education, or a related field. *Master's degree preferred.*
- Three years of successful school counseling experience in an independent school setting. *IB experience preferred.*
- Effective collaborator with the ability to thrive in a one-person counseling team.
- Proficiency with educational software and technology, including knowledge of Google Suite.
- Demonstrates a genuine interest in actively participating in the wider Boca Prep community beyond regular school hours.
- Big-picture thinker with a keen eye for detail.
- Exhibits a high level of professionalism, respectful collaboration, and exemplary personal behavior both on and off campus.
- Possesses the discretion, communication skills, and interpersonal awareness to engage positively with all members of the school community.
- Capable of navigating the dynamic nature of a school setting with flexibility and a readiness to adjust as circumstances evolve.
- Shows passion and dedication to supporting the School's mission and vision.
- Preferred: Bilingual or multilingual abilities.

The compensation package includes a full range of employee benefits. Boca Prep provides a competitive salary aligned with an individual's experience and qualifications.

Qualified candidates should send a resume/CV, a statement of interest, and salary expectations to Dr. Chuck Maddox, Head of School: chuck.maddox@iesmail.com