



College Counselor

Department Departamento	High School
Immediate Superior Superior Imediato	Director of College Counseling

Primary Purpose of the Position	<p>The College Counselor partners with students, families, faculty, and external institutions to guide and support High School students' post-secondary planning and success. Working within a holistic counseling framework, the role ensures that students explore and access appropriate college and career pathways, develop self-knowledge, and present strong applications aligned with their goals and values. The College Counselor contributes to the school's mission by promoting equity, aspiration, and global readiness.</p>
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Main Duties and Responsibilities	<p>Student Advising & Counseling</p> <ul style="list-style-type: none">• Serve as the primary academic advisor for a caseload of high school students, supporting individual and small-group advising on college/career pathways.• Build and maintain strong relationships with students and families, guiding them through the process of self-discovery, skills and interests assessment, goal setting, and fit analysis for higher education and careers.• Help students and families understand the admissions processes for U.S., U.K., Brazilian, Canadian, and other international institutions, including testing (SAT, ACT, AP, IB, TOEFL/IELTS), interviews, essays, financial aid, scholarships, and visa/immigration considerations.• Write, coordinate, and submit school recommendations, transcripts, mid-year reports,
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	<p>and other required forms to colleges and agencies, in partnership with the school registrar when appropriate..</p> <ul style="list-style-type: none"> • Organize and lead workshops, seminars, and informational sessions (e.g. for juniors, seniors, families) on topics such as essay writing, standardized testing, financial aid, navigating application platforms, campus visits, and decision making. • Monitor students' academic performance, graduation requirements, and college readiness metrics; intervene when necessary to support students at risk and advise families and students on academic pathway options. • Track and analyze student post-secondary outcomes (college acceptances, matriculations, persistence) and use data to refine counseling practices and school reporting. • Co-deliver, in partnership with Social-Emotional Learning (SEL) counselors, a High School Seminar course for 9th grade students, designed to support both academic success and social-emotional adjustment during the transition into high school. <p>Partnership & Collaboration</p> <ul style="list-style-type: none"> • Collaborate with SEL counselors, school leadership, college-level faculty, the registrar, the admissions office, and other stakeholders to ensure alignment in academic advising, course planning, and graduation pathways. • Partner with the Admissions Office, Marketing/Communications, and Advancement to support recruitment, community events, and promote the school's reputation and outcomes. • Liaise with colleges, universities, external agencies, and testing organizations to maintain up-to-date knowledge, build relationships, and facilitate visits, fairs, and recruitment events. • Support student transitions, including orientation for newly enrolled High Schoolers and pre-departure counseling for graduates
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	<p>going abroad.</p> <p>Program Development & Administration</p> <ul style="list-style-type: none"> • Design, maintain, and continuously refine a comprehensive college counseling program and roadmap (e.g. timelines, resources, tools). • Manage the counseling office budget, resources, data systems, and college counseling tools (e.g. application platforms, management software). • Stay informed about trends and changes in global higher education, admissions policies, scholarship programs, and testing requirements. • Participate actively in professional development, membership in associations (e.g. NACAC, OACAC, international counselor networks), attend conferences, and network with peer counselors. • Supervise, mentor, and coordinate support staff, interns, or assistant counselors (if applicable).
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Certifications and Education	Required / Necessários
	<ul style="list-style-type: none"> • Bachelor's degree (in counseling, education, psychology, or related field). • Valid certification or credential in school counseling or guidance (or equivalent recognized qualification).
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Master's degree in School Counseling, Educational Leadership, Psychology, or related field. • Additional credentials or training in college admissions counseling, career development, or global education pathways.

Experience	Required / Necessários
	<ul style="list-style-type: none"> • At least 5 years of experience working as a college counselor or in a related admissions/guidance role in secondary education.

	<ul style="list-style-type: none"> • Proven success guiding students through diverse higher education systems and international admission processes. • Experience working with multicultural student populations and families in an international school context.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Prior experience with U.S., U.K., Canadian, and/or other international university application systems. • Experience collaboratively managing a college counseling program within an international school. • Experience with data tracking, outcome reporting, and continuous program improvement.

Knowledge, Skills and Abilities	Required / Necessários
	<ul style="list-style-type: none"> • Deep and up-to-date knowledge of global higher-education systems, admissions policies, financial aid and scholarship models, and standardized testing requirements. • Strong counseling, coaching, technological, and communication skills (verbal and written). • Excellent organizational, project-management, and multi-tasking abilities. • Skill in building trust and rapport with adolescents and their families, including advising under stress and ambiguity. • Ability to interpret transcripts, academic records, and school profiles across various curricula (IB, AP, national systems). • Proficiency with college application platforms (e.g. Common App, UCAS, Coalition, etc.), CRM or counseling management tools, and data systems.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Multilingual ability (e.g. Portuguese, Spanish, other languages common in your context).

	<ul style="list-style-type: none"> • Familiarity with career interest inventories, personality assessments, and counseling models. • Capacity to mentor students in extracurriculars, summer opportunities, internships, and global programs. • Experience working in admissions or as a former university admissions officer.
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Personal Attributes	Required / Necessários
	<ul style="list-style-type: none"> • Commitment to the school's mission, values, and a student-centered philosophy. • High integrity, confidentiality, and ethical standards in counseling work. • Emotional maturity, adaptability, resilience, and capacity to manage stressful periods (application season). • Strong interpersonal skills, collaboration orientation, and capacity to work as part of a leadership team.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Visionary and proactive mindset in enhancing the college counseling program. • Passion for mentoring youth and helping them navigate critical life transitions. • Cultural sensitivity, flexibility, and enthusiasm for working in a diverse international environment. • Dedication to lifelong learning and willingness to lead innovation in counseling practice.

Interested candidates for positions at Graded should apply using the following channels according to their situation: (a) **Local Hires** (who holds a Brazilian citizenship or is granted the right to work in Brazil): through [PandaPé*](#), (b) **Foreign Hires** (requires application for a Brazilian work visa): through the [Global Recruitment Collaborative](#) website. The school also accepts applications submitted via [Search Associates](#).