



# THE KING'S ACADEMY

**Job Title:** College & Academic Counselor  
**Job Status:** Full-Time, 11 months  
**Exempt Status:** Exempt  
**Department:** College & Academic Counseling  
**Reports to:** Director of College & Academic Counseling

## **Job Summary**

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for a College & Academic Counselor who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The primary responsibility of the College & Academic Counselor is to advise students on all academic and college planning.

## **Essential Job Functions**

### **Regular Activities**

- Mentor a group of students by meeting daily as part of the school's home group program
- Advise students on course selections, standardized testing, and college options
- Assist with the AP process (including communicating committee decisions)
- Support and attend approximately 6 evening presentations for students and parents
- Attend and monitor visits to The King's Academy from college admissions representatives
- Present summer college essay camp to rising 12th graders
- Participate in weekly CAC team meetings, Open House, Back-to-School Night, 1-2 9th grade students of concern meetings (1-2/year)
- Coordinate students with schedule changes
- Help proctoring standardized tests
- Collaborate with faculty when student concerns arise
- Follow-up with individual students and teachers as needed to address concerns/issues
- Collaborate across multiple departments to address individual student needs
- Attend school retreats, staff meetings, and annual service trips

## **Qualifications**

### **Education and Experience**

- Bachelor's Degree required, Masters degree *preferred*
- 3+ years of college/academic counseling experience in a high school setting *required*
- Certification in (or in process) College Counseling, Pupil Personnel Services *preferred*

### **Specialized Knowledge**

- A broad and varied array of colleges and universities in the United States
- The application process for public and private colleges and universities (in and out-of-state)
- Broad knowledge of academic programs in the Bay Area (both public and private schools)
- The fundamentals of financial aid for college
- Experience with Naviance is *preferred*

### **Skills and Abilities**

- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Proficient with Microsoft Office and Google Suite
- Ability to learn new computer software systems

### **Core Characteristics**

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students
- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

### **Working Conditions & Physical Requirements**

- Required to use the computer throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20 pounds
- Work is generally performed, **year round Monday-Friday from 7:45 am to 3:15 pm**
  - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.
  - You will receive 22 days off during the summer

### **Salary & Benefits**

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** CAC Counselor
- **Pay Grid Range:** \$73,275-\$133,375
  - *Salary is based on a preset pay grid and determined by education and experience; Most candidates enter in the lower to middle range.*

### **Please Note:**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.*

**To apply for this position, please click our [application link](#) to be redirected to our recruiting website.**