Tenafly PUBLIC SCHOOLS

COLLEGE COUNSELOR

Qualifications:

- NJ Educational Services Certification with School Counselor endorsement.
- Knowledge and experience in the area of college advisement and the college planning process.
- Ability to communicate effectively and to develop strong and positive relationships with counseling staff, faculty and admissions professionals.
- Ability to work independently on multiple tasks and to provide initiative on new programs in support of college advisement.
- Ability to communicate effectively in writing.
- Knowledge of all forms of technology related to the college planning process, college applications and financial aid procedures.

Primary Function:

To develop a comprehensive program in support of students pursuing postsecondary education through establishment of strong relationships with institutions, high school faculty, students, parents and community members.

Direct Report:

Director of Guidance

Specific Duties and Responsibilities:

- Coordinates ongoing communication with parents about all facets of college advisement program through use of all relevant technologies.
- Coordinates testing services for Students with Disabilities and serves as Test Accessibility and Accommodations Coordinator for SAT and ACT.
- Creates and edits the annual THS School Profile.
- Under the direction of the Director of Guidance, manages and updates the THS School Counseling website.
- Serves as Naviance Site Manager:
    - provides technical support to students and staff on submitting eDocs and completing college applications,
    - designs and customizes content for custom links and pages
    - frequently updates Welcome pages with grade-relevant information, and
    - Performs general troubleshooting.
- Works with senior class on brainstorming, drafting, and editing college essays & supplements.
- Provides staff with training and resources for writing letters of recommendation. ● Develops and maintains references to guide the senior college application process.
- Runs college application workshops.
- Develops college process “cheat sheet” and manual.
- Travels to various college campuses to learn about academic opportunities/offerings, to gain insight into campus life and the local geography, and to form meaningful, professional relationships with college admissions representatives.
- Along with Director of Guidance, serves as co-host for college representative visits to THS to learn more about academic/social opportunities on campus and to build meaningful, professional relationships with admissions representatives.
- Organizes college mini-fairs.
- Organizes on-site decision days for students.
- Meets individually with students and families upon request for follow-up college conferences after they

meet with their school counselor for an individual Junior Family Conference.
- Meets with 9th graders and begins Naviance "personality inventory."
- Attends and presents information at evening college events.
- Guides students/families in completing required financial aid applications (FAFSA, CSS, NJ Alternative app, EOF) and interprets financial aid award letters to help students make informed decisions.
- Advises students on completing steps to enroll in college, such as, but not limited to, setting up portals, applying to EOF, registering for orientation, etc.
- Manages local and national scholarship databases.
- Conducts interview prep for students with upcoming college interviews.
- Coordinates representatives from various programs to speak about career and education opportunities.
- Coordinates with H.S.A. and academic departments to run workshops or arrange for guest speakers and relevant programming.
- Runs and analyzes college outcome data and presents to the Board of Education on annual class outcomes.
- Performs other related duties as may be assigned by the Director of Guidance, including, a reduced caseload.

Terms of Employment:
Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:
Will be evaluated by the Director of Guidance in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
May 24, 2021/Resolution #P-14

Revised:
February 27, 2023/Resolution #P-17