High School College Counselor

Position Description: The KIS counselors will work cooperatively and collaboratively with the high school administrators and teachers to help ensure that the school has a fully implemented comprehensive guidance and counseling program that supports the academic, career, and personal/social development of all students through the delivery of guidance/advisory curriculum, individual student planning for academic and social/personal needs, and crisis intervention. One significant component of the High School counselor's role is College Counseling.

The major job responsibilities for KIS High School/College Counselors include:

- Guiding and counseling individual students and groups through the development of academic, personal/social, and career/college plans
- Providing specific, appropriate support and guidance for students' college application process
- Counseling small groups and individuals as needed
- Organizing and leading through our advisory program, large and small group guidance units, sessions, and activities to assist students' academic, personal/social, and career needs
- Participating as a member of grade-level teams to consult with teachers, staff, and parents regarding meeting the developmental and educational needs of students
- Serving on the school-wide and secondary with Student Support teams and working school-wide with counselors from all divisions
- Assisting with the coordination and administration of standardized assessments
- Referring students and parents to appropriate community resources for special services
- Participating in meetings, professional development opportunities, and activities that contribute to the effective operation of the school
- Collecting, analyzing, and interpreting student achievement data
- Implementing the evaluation and revision of the student guidance curriculum and programs
- Work with School Admissions, the Registrar's Office, and the High School Administration team to review new student applications, orient new students and families to high school, and promote healthy transitions

High School/College Counselor Primary Duties:

- To work as a member of the counseling team to provide a comprehensive developmental counseling program (e.g. academic, social/personal, college/career, global perspective) to all students
- To advise students and parents in the college search and application process
- To consult with teachers, staff, and parents to meet student needs
- To provide support to other school-wide educational programs (e.g. Applied Learning, EAL, Student Support, co-curricular development)
- Reviewing admission documents and conducting graduation credit checks for high school applicants
- Assisting with appropriate course selection and scheduling in the secondary school
- To participate fully in faculty/department meetings and other professional activities

Responsibilities of the High School/College Counselors

- Member of the High School Student Support Team
    - The counselors meet to discuss student referrals and to review school and student data to plan for appropriate interventions

    - Attend parent-teacher-resource support staff-counselor meetings to discuss educational and psychological assessment results and plan for appropriate interventions
    - Proactive Academic Support: High School counselors meet regularly with school administration and classroom teachers to review the academic performance of all students in high school. When a student is not reaching their full potential, counselors will coordinate interventions following the MTSS model of support in Tier 1 and Tier 2, and may work in conjunction with the Student Support team for Tier 3 support. Students will closely monitor the students on intervention plans and regularly update their status and action plans accordingly. Counselors will communicate with students and their families about interventions and each student's progress towards improvement.
- Individual Counseling
    - Work with students individually to meet specific personal and social developmental goals
    - Create counseling plans tailored to student personal needs and goals
    - Providing guidance with the college selection and application processes
    - Provide effective, well-written letters of recommendation for students' college applications and/or post-graduation employment
    - Work with classroom teachers to provide strategies to help students be more successful in their learning environment
- Advisory Program
    - As a part of each grade level team, Counselors assist Assist in the development, review, revision, and implementation of the Grade 9-12 advisory curriculum based on meeting academic, social/personal, and career needs
    - Teach needed developmental, organizational, social/personal, functional skills within the advisory program or during regularly scheduled autonomous block counselor meetings
- Collaboration with Teachers
    - The counselor collaborates with classroom teachers about student behavior, team building, classroom management, and student achievement
- Small-Group Counseling
    - When appropriate, offer counseling in small group settings that provides appropriate behavior intervention and modification as needed
- Standardized Testing
    - To manage standardized tests (e.g. PSAT, SAT, and AP)
- Professional Development
    - College Counselors will receive provision to attend one professional conference per academic year.
- Community Engagement
    - Counselors will communicate regularly with students and parents on a multitude of academic and social-emotional issues. Counselors regularly hold small and large group meetings (in person and virtually) with parents and students to provide information, address questions, and explore topics related to academic success as well as well-being

Organizational Status:
The High School/College Counselor reports to the High School Principal.

Contract Terms:
A two-year initial contract of 200 workdays per year in alignment with the KIS annual calendar. The contractual day begins at 7:30 a.m. and counselors should be available to provide counseling services after school daily. Counselors need to be available during non-instructional days to meet with parents and students including:

- one additional day after the final teacher workday
- one additional day prior to the start of semester two

- three additional days prior to the full faculty start date.

Preferred Qualifications:

- Master's degree
- A minimum of two years full-time school counseling experience; international school counseling experience preferred; Experience working in a university or college admissions office preferred
- Strong organizational/communication/collaboration skills
- Strength in involving community stakeholders
- Cognitive and achievement assessment knowledge