

College & Career Counselor Job Description

(Reports to the Director of School Counseling & College Placement and the Principal)

Qualifications:

- MA/MS in School Counseling
- Florida DOE School Counseling certification (or current out of state certification)
- At least 3 years of experience with college and career counseling
- A track record of proven success as a high school counselor

Desired Professional Profile:

- Demonstrates excellence in written and verbal communication.
- Ability to write exceptional Counselor Letters of Recommendation for students.
- Organized and able to successfully manage multiple tasks and high workloads.
- Strong collaboration skills and ability to work well independently.

Job Responsibilities:

- Provides group and individual counseling to students and parents regarding all areas of college guidance, including, but not limited to, college entrance exams and preparation, college search and selection, college research and goal focused high school planning, and the actual college application process.
- Counsels students regarding educational issues such as course and program selection, class scheduling, dropping and adding classes and college/career planning.
- Creates and submits materials to colleges in support of college applicants, including transcripts, references/recommendations, and other required information.
- Maintains connections with colleges and admissions representatives including scheduling college visits, coordinating college fairs and panels, and attending college events to network.
- Collaborates with High School Faculty to develop and maintain community partnerships and create a college culture.

Parent Communication

- Plans and conducts workshops and evening events for parents and students to discuss post-high school educational plans and options.
- Helps parents and students to understand and utilize the four year plan for career and college planning.
- Conducts college planning, financial aid and scholarship information sessions for high school families.
- Provides student and parent updates throughout the year on college application and scholarship information and deadlines.

Administrative & General Responsibilities

- Sends communications to students and parents, especially regarding college admission information, scholarship/financial aid information, and updates on applications.
- Maintains confidentiality.
- Prepares an annual report on the post-high school plans of graduates.

Additional Duties

- Assist with Career Day coordination
- Coordinate College Representative Visits to campus
- Assist with coordination of Financial Aid Night
- Assist with College Essay Workshops
- Assist with a Resume & Interview Workshop in partnership with local professionals
- Assist with organizing Job Shadowing/Internship opportunities with local businesses for students
- Lead and/or assist with Parent Coffee meetings

College Planning Nights

Coordinate Senior Parent Information Night: Review critical college application information, including dates and deadlines, graduation requirements, supplemental materials, financial aid, SJPII policies and procedures, and more.

Coordinate Junior Parent Information Night: Introduce components of the college application, including the college essay, standardized testing, letters of recommendation, building a college list, and more.

Coordinate Freshmen & Sophomore Parent Information Night: Assist with introducing SJPII academic standards and skills for a smooth transition to high school. Prepare families to support their students with building a competitive college application portfolio.

The College & Career Counselor is an integral part of the Saint John Paul II leadership team and community and is expected to support the mission and values of the school.