

TITLE: COLLEGE AND CAREER COUNSELOR – HIGH SCHOOL GRADES 11-12

QUALIFICATIONS:

- Certification by the Kentucky Department of Education as a School Counselor
- Minimum of two years of teaching experience
- Preferred - three years of counseling experience
- Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

REPORTS TO: HIGH SCHOOL PRINCIPAL

GOAL: Work with school leaders, teachers, counselors, students, and parents/guardians to develop, implement, and oversee a comprehensive program **to support students in preparation for life after high school - college and/or career. In addition, implementation of strategies to support students and families in acquiring academic and/or extracurricular scholarships in postsecondary opportunities will be a focus.**

PERFORMANCE EXPECTATIONS:

- Fulfill expectations assigned by the principal in alignment with the goal above.
- Develop, implement, and oversee a balanced, school counseling program and accompanying plans to ensure that ALL student needs are identified and met in **preparation for life after high school - college and/or career.**
- Implement counseling programming that aligns with the priorities and objectives of the schools and district.
- Develop and implement methods and strategies to educate students, parents, and staff about the counseling services and programming - **particularly for college, scholarships, careers, and other postsecondary opportunities.**
- Establish and maintain effective channels of communication and professional relationships with students, parents, principals, other counselors, district leadership, staff, **and post-secondary admissions, advisors, recruiters, etc.**
- Participate in school and district decision-making processes and implement the action steps essential to those decisions.
- Use technology and associated methods for effective communication, information management, and collaboration.
- Develop and implement professional development programming for staff related to postsecondary preparation.
- Work in coordination with the principals and other counselors for effective implementation of programming within their area of responsibility.
- Ensure that accurate, complete, and correct records as required by law, district policy, and administrative regulation are maintained and reported within expected timelines.
- Assume assigned roles in **carrying out activities, initiatives, and programs for upperclassmen.**
- Participate in and/or chair ARC or 504 meetings.
- In addition to preparation for postsecondary, ensure balanced support, interventions, and enrichment is provided for students through counseling in both academics and wellness.
- **Ensure that college and career materials and opportunities are effectively** maintained, communicated, and available to students, parents, and staff.
- Develop, implement, and oversee programming for students and parents to participate in the **processes related to college, scholarships, and career training effectively.**
- Support students and families working with the **NCAA eligibility center. Serve as the school's NCAA liaison, ensuring compliance with NCAA academic eligibility requirements for student-athletes.**

- Maintain up-to-date knowledge of **college admissions trends, NCAA guidelines, scholarship databases, and financial aid resources.**
- Provide one-on-one and group counseling to students and families **regarding college admissions, financial aid, and scholarship opportunities—academic, athletic, and need-based.**
- Guide students in building **academic resumes, essays, preparing for college entrance exams (SAT/ACT), and completing college applications.**
- Conduct workshops, parent meetings, and evening events on topics such as **college admissions, NCAA eligibility, and scholarship opportunities.**
- Develop and maintain strong relationships with **college admissions representatives, coaches, and scholarship organizations** at all levels - Public, Private, DI, DII, DIII, NAIA, etc.
- Attends staff meetings and serves on staff committees as required.
- Interprets and communicates the counseling program, **specifically post-secondary supports and planning, to the community at all grade levels from 7-12.**
- Assists in the orientation of new faculty members.
- Maintain growth and competence through professional education activities.
- Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- District organization, operations, policies, procedures, and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Maintain confidentiality.

TERMS OF EMPLOYMENT: Length of contract, wage rate, and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Employee Name: (please print) _____

Reviewed and agreed to by: _____ Date: _____
Employee Signature