



SPRINGWOOD SCHOOL

College and Career Counselor

Job Title: College and Career Counselor

Date: 9.8.20

Status: 12-month, Full-time/Exempt employee

Reports to: Head of School and Collaborates with the K4-12 Director of Academics

School Overview

Springwood School is a private K4-12 College and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

Position Summary

The College and Career Counselor is responsible for educating students and parents about colleges, the college admissions process, trends, procedures, and testing; makes informational presentations to parents; maintains information on colleges, college guides, scholarships, financial aid, and paying for college. This position serves as a member of the Administrative and Academic Teams and reports to the Head of School and collaborates with the Director of Academics and Student Life.

In addition to the above roles and responsibilities, this member of the Springwood School Staff is also a classroom teacher and attends to additional duties as assigned.

Essential Functions

The specific tasks, duties and responsibilities of **College and Career Counselor** include, but are not limited to:

COLLEGE ADMISSIONS

- Advises and supports seniors and their families as they go through the college/career process; helps students and their families aspire realistically and choose wisely in setting goals; provides curricular guidance; explores individual college/career choices
 - Teaches a career class
 - Meets with students and parents to discuss college plans and scholarship opportunities beginning at the end of the 10th grade year, and each year through graduation
 - Notify rising seniors and their parents of free college application weeks and other free promotional codes
- Provides academic counseling as needed, including recommendations on Advanced Placement (AP) and technical courses, to challenge and enrich student learning opportunities.

- Arranges dual/concurrent enrollment and Advanced Placement credits to prepare students for the rigor of postsecondary education
- Maintains and helps students use online college and career planning resources, e.g. Naviance, You Science and other resources as identified
- Responds to requests for support from parents or students with developmental guidance issues, referring them to local resources as needed, and ensuring that any and all mandatory reporting requirements are met
- Develops Springwood School's relationships with college admissions representatives; facilitates meetings between college representatives and students; also serves as a liaison with college admissions offices throughout the year
 - Organizes college fairs and school sponsored college visits
 - Ensures that the 11th and 12th grade students participate in the PROBE College Fair at LaGrange College and Real Life 101 at SUSCC
 - Organizes and chaperones 10th grade college visits during Interim Week
- Writes an official school recommendation for each senior as requested, gathering information from parents, teachers, school records, and students themselves
 - Works with the Registrar to maintain records on seniors, including GPAs
 - Sends transcripts and test scores to colleges and universities at students' request
- Maintains and disseminates information about standardized tests such as the SAT, ACT, etc. ensuring seniors have taken ACT/SAT and documents test scores
- Compiles an annual profile of the school to be utilized in the college admissions process
 - Tracks admissions decisions with a running list of college acceptances and scholarship offers throughout the school year and reports to the school community with an annual total announced at Commencement
 - Completes and submits out-of-state transcript verification forms for graduates who live in GA and plan to attend a GA college or university and may be eligible for HOPE and Zell Miller scholarships
- Maintains awareness of issues and trends in college admission, higher education and testing and conveys appropriate information to students and their families
 - Monitors changes in National Collegiate Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA) course work requirements and communicates such changes to student-athletes
 - Maintains up to date records about colleges and maintains membership in professional organizations, e.g. the College Board, the National Association of College Admission Counselors, American School Counselors Association, etc.
- Works with the Registrar to maintain records on seniors, including GPAs and sends transcripts and test scores to colleges and universities at students' request
- Publicizes and celebrates student achievements and acceptances through the school Facebook page and other social media accounts

Financial Aid (FA)

- Organizes Financial Aid Information and a FAFSA night for parents early in the fall
- Assists with FA applications as needed

Awards and Opportunities

- Calculates Alabama Independent Schools Association (AISA) President's Award
- Tracks and submits nominees for local and state scholarship opportunities (e.g. Hugh O'Brian Youth Leadership [HOBY])

- Identifies students for Advanced Placement classes with teacher recommendations and PSAT scores taken into account

CAREER COUNSELING

- Administers the curriculum for YouScience and Naviance assessments
- Shares internship opportunities and summer programs with students and parents
 - Helps seniors find placements for job shadowing during Interim Week and assist in supervisory site visits to these placements
- Develops a K4-12 career development curriculum involving age appropriate learning, skill and attribute assessments and interactive career learning opportunities
- Teaches career prep courses to 10th and 12th grade students

Interpersonal Skills

- Possesses the self-awareness to establish and maintain collaborative, cooperative, and effective working relationships with students, co-workers, and parents
- Ability to effectively communicate both verbally and in writing
- Possesses the appropriate self-confidence to deal with a fluid environment positively and effectively
- Possesses a strong work ethic that reflects professionalism, respect, and dependability
- Ability to maintain and build positive and productive relationships
- Possesses an openness to feedback for professional growth
- Mastery of body language that promotes and supports effective communication
- Mastery of active listening skills that foster understanding and build trust
- Possesses excellent conflict management skills, including diplomacy, empathy, negotiation, assertiveness, and compromise

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in
- Fully embraces 21st century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities

Planning Skills

- Organizes personal time and resources to carry out assigned professional responsibilities
- Maintains both long-range, weekly, and daily plans to meet school objectives
- Arranges and prioritizes critical tasks in a logical order
- Develops schedules and timetables with clear, specific timetables and deadline

Technical Skills

- Word processing (Microsoft Office Suite, Google Docs, Microsoft Operating System or corresponding Mac Office Suite and Operating System)
- Spreadsheets (Microsoft Excel, Mac Numbers, Google Sheets)
- Electronic presentations (Microsoft PowerPoint, Mac Keynote, Google Slides)

- Proficiency with Smartboard, Promethean Board, and other interactive projection teaching technologies
- Email Management (Gmail or similar)
- Web Navigation
- School Management System (FACTS-SIS [Renweb], Google Classrooms)
- Social Media Management (Facebook, Twitter, Instagram)
- Electronic File Management & Search Engines (Google, Firefox, Explorer)
- Downloading and installing computer software
- Scanner technology and computer security
- Educational copyrights

Qualifications

Education

- Bachelor's Degree is preferred, from an accredited college or university, and/or equivalent education or experience that documents readiness for success in this role

Experience

- Minimum of 3 years' experience as a College or Career Counselor, with documentation of college acceptance outcomes and experience preferred
- Previous experience in a private school environment preferred

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills
- Proficient in Microsoft Word, Excel, and Outlook
- The ability to successfully multi-task and function in a fast-paced school environment

Other

- Ability to serve in a fulltime 12-month role
- Comfortable working in a school led by Christians and affirming Christian values

Key Relationships

Internal

- Students
- School Colleagues
- Director of Academics
- Head of School

External

- Parents
- The Valley and neighbor community stakeholders

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

For More Information

Please visit our Springwood School Careers page at
<https://www.springwoodschool.com/careers>.

Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School, Mr. Lowrie McCown, at headofschool@springwoodschool.com.