



Job Description

Job Title: College Guidance Counselor

Reports to: MS / HS Principal

Department: Academic

Position Type: Full-Time

Work Hours: 7:45 - 4:00 (M, T, Th)

7:45 - 4:30 (W), 7:45 - 3:30(F)

Job Overview:

Responsible to assist and advise students about academic and personal decisions. The Guidance Counselor provides counseling to students, assess the ability and potential in students, and coordinate with fellow professionals on student matters.

Responsibilities and Duties:

- Guide high school students in high school courses
- Maintain all academic records for high school students
- Edit, Average and Post all transcripts for high school students
- Guide high school students and parents when making decisions for the following:
 - Coursework in high and dual credit
 - How to prepare for standardized exams for college entrance
 - Community service requirements and ideas
 - College choices
 - Choosing majors for college and careers
 - Creation of resumes and essays
 - How to prepare for standardized exams for college entrance
 - Picking scholarships
 - Graduation programs
- Prepare official and unofficial transcripts for students
- Guide, counsel, and prepare students for the college application process
- Write recommendation letters for all seniors who are applying to universities
- Counsel students who have not met graduation requirements in regards to summer school and making up of graduation credits
- Collaborate with administration to produce and amend all policies related to all levels of the middle and high school program
- Work with Dept Heads to coordinate course work and relevancy of coursework for middle and high school program so that students can easily progress to other grade levels and succeed in the different track programs (Provide Accuplacer material, keep up to date on Texas Graduation Requirements)
- Work with outside institutions when preparing students for college admissions exams
- Attend all professional development pertaining to College Guidance Counseling
- Update and maintain the High School Profile
- Counsel guide parents and students about various educational opportunities
- Coordinate mentorship program
- Responsible for 12th Grade graduation

- Audit high school students
- Print and prepare graduation diplomas
- Process TSI and Accuplacer form requests
- Intervene, when necessary, in the academic success of each student.

Qualifications:

- Bachelor's degree from an accredited university, Masters degree preferred.
- Necessary skills include excellent written and verbal communication skills, strong organizational ability and the ability to meet deadlines.
- Experience in counseling is preferred.
- Excellent computer skills
- The ideal candidate will have strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of the Academy; the ability to respond effectively to the needs of a diverse and demanding student and parent population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.