



Upper School Academic and College Counselor

Job Description Summary

This primary function of the Academic and College Counselor is to support the academic program and current and future college needs of students. This position will work in coordination with the curriculum and Instruction coordinator, Principal and University Admissions Officers. This position will include limited teaching roles as related and appropriate to the future needs of students.

This position reports to the Divisional Principal and interfaces with the Director, Faculty, students and their families as well as college representatives.

Qualifications

The ideal candidate for this position will:

- Certified/licensed as a secondary school college/university counselor with at least 3 years of experience.
- Possess excellent interpersonal skills and the ability and desire to work collaboratively within the school community, in particular with parents.
- Internally motivated self-starter who can work independently to ensure our program is implemented in a timely manner and with fidelity
- Possess excellent written and verbal communication skills with a high degree of emotional intelligence.
- Possess a pre-existing network of contacts with university admissions officers

Responsibilities

Academic Counselor

- Support student course selection and scheduling
- Manage student class change/drop process through the year with DP Coordinator as needed.
- Be a leader and essential proactive member of the Upper School Scheduling Team.
- Ensure that students have necessary course requirements for graduation and work

with the family and Principal to design a plan if they do not, including course credit recovery as needed.

- Monitor student absenteeism for the upper school in terms of credit requirements
- Produce transcripts necessary for college admissions
- Coordinate with Admissions to manage transcript requests and academic record requests for former students.
- Support student graduation pathways; specifically mentor a small number of AISZ Honors Diploma students through their program.
- Participate in our weekly Student Support Team (SST) to advise faculty on academic and college admission implications for students who are struggling.
- As we are a small school, the academic and college counselor will serve as the school registrar.

College Counselor

- Create a holistic vision for the AISZ university admissions program that includes grades 9-12
- Mentor students through the college selection and admission process in grades 9-12
- Liaise with US Principal and DP coordinator to support the unique aspects of IB Programme college requirements
- Manage UCAS, BridgeU and other relevant databases
- Partner frequently with parents to ensure they understand the admissions process and can appropriately support their students
- Liaise with university admissions officers to create positive, supportive relationships and to build recognition of the AISZ school and program
- Ensure that programs and database information related to student eligibility for programs like NCAA and UCAS are current and valid.
- Attend virtual and in person college fairs in coordination with Principal
- Host regional college fairs at school and college admissions visitors and set up opportunities for student meetings
- Organize and inform students regarding online virtual college fairs and visits
- Remain current about the university admissions process for all regions of the world, in particular North America and Europe.
- Build expertise regarding Croatian University admissions and liaise with our AISZ Croatian University faculty representative to support local admissions
- Advise principal on college counseling programming and pastoral work
- Organize all deadlines, meetings and communications regarding the college admissions process
- Sponsor events on evenings and other times as needed for family presentations either in person or virtual regarding the college admissions process.
- Remain current regarding unique programs and opportunities outside of college admissions such as gap year opportunities, internships, and other relevant opportunities.
- Work with university admissions representatives to ensure that transcripts and records are received from prospective students and the establishment of a cumulative transcript with credits towards graduation
- Other registrar duties as deemed appropriate by division principal and director

General Classroom Teacher Duties

- Teach the AISZ Workshop course that assists students in goal setting, resume building, interpersonal skills and general self awareness needed for high school and post-secondary success.
- As AISZ is a small school, in emergency situations there may be a need for the academic counselor to fill in for other teaching roles. While this has been limited in the past it may occur. If this is the case assignments will be given based on credentials and in a manner that is reasonable.
- Adhere to all standards of professional conduct as detailed in the faculty code of conduct policies, in particular the expectations regarding child protection and safeguarding
- Participate in department, school, parent and student meetings that may take place after school hours
- Participate in professional activities as designated by the Administration

Other Duties

- Due to the evening requirements of this role, the academic and college counselor will be exempt from faculty after school activities requirements.
- After school faculty meetings 1x per week
- Duties during the school day (corridor, lunch room, common space)
- Participate in AISZ Unity trips (off campus) once per year.
- Other duties assigned by the Principal or Director in relation to the school program