

Cape Elizabeth School Department

Job Description

TITLE: ~~School~~College Counselor

QUALIFICATIONS:

Education/Certification:

1. Maine Department of Education certification as Guidance Counselor- or significant experience on a College Admissions staff
2. ~~Masters~~Minimum of Bachelor's degree completed by an accredited college/university.
3. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge:

1. ~~1.~~—Educational training and/or experience to meet the ~~counseling~~college planning and placement needs of ~~all~~ students.
2. ~~2.~~—Excellent skills in communicating and collaborating with ~~staff~~students, parents, and ~~students~~.
3. ~~3.~~—College Admissions staff.
3. Excellent skills in ~~consulting with staff, families, and non-staff professionals.~~ writing effective college recommendations for students.
4. Excellent organizational skills to manage the preparation and submission of school documents supporting student applications and the coordination of events and sessions helpful to parents and students concerning the college admissions process.

REPORTS TO: Building Principal

JOB GOAL:

A ~~school~~college counselor is a ~~trained, certified~~an experienced professional who works to ensure that ~~all of our students develop~~learn the knowledge, requisite skills, behaviors to successfully prepare for and attitudes to become successful individuals and citizens through navigate the delivery of a comprehensive and developmentally appropriate program which addresses their academic, personal-social, and career guidance needs. A ~~school~~college admissions process. The ~~college~~ counselor has the knowledge and skills needed to deliver appropriate services to ensures accurate and timely preparation and submission of necessary school documents. The college counselor begins working with students- second semester of junior year, focusing on college planning and credentials preparation. The fall semester is devoted to assisting seniors with the college application process.

PROFESSIONAL RESPONSIBILITIES:

The professional school counselor:

1. Has a primary obligation to the student, who is to be treated with respect as a unique individual.

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2. Is concerned with all students' post-secondary educational, ~~academic, and personal-social~~ needs planning and encourages ~~their maximum development.~~ each student to develop appropriate plans.
3. Demonstrates knowledge of ~~counseling theory and techniques, child development,~~ the college admissions process and the role the school ~~culture and needs~~ plays in supporting students' applications.
4. Is knowledgeable of ~~laws, regulations~~ admissions testing, academic preparation, effective college essay, financial aid, and policies relating to students and strives to protect and inform students regarding their rights. teacher recommendation requirements.
- ~~1.~~ Provides students with a comprehensive and developmentally appropriate school counseling program.
5. Makes referrals to school social workers and/or outside resources information delivered in classroom visits as needed. Appropriate referrals may necessitate informing both parents/guardians and students of applicable resources and making proper plans for transitions with minimal interruption of services well as one-on-one meetings.
6. Consults with School Counselors, Social Workers and other school staff to support students as appropriate.
- ~~6.~~ 7. Maintains and secures records necessary for rendering professional services to the student as required by laws, regulations, institutional procedures and confidentiality guidelines.
- ~~7.~~ 8. Adheres to all professional standards regarding selecting, administering and interpreting assessment measures.
- ~~8.~~ 9. Provides interpretation of the nature, purposes, results and potential impact of assessment/evaluation measures. in terms of college admissions planning and placement.
- ~~2.~~ Helps develop appropriate post-secondary plans based on individual student needs.
- ~~9.~~ 10. ~~Consults and collaborates with families and school staff to facilitate~~ through careful review of the student's ~~maximum development~~ academic record, interests, and goals.
11. Assists students in developing a balanced college list, with a range of opportunities for admission.
- ~~10.~~ 12. Establishes and maintains professional relationships with College Admissions staff as well as CEHS faculty, staff, and administration.
- ~~11.~~ 13. Serves on relevant committees and attends staff meetings as required.
- ~~12.~~ 14. ~~Improves~~ Continues to develop his/her own professional skills and knowledge.
- ~~13.~~ 15. Adheres to the American School Counseling Association's National Association for College Admission Counseling's ethical standards ~~for school counselors.~~
16. To assist as necessary in the planning and carrying out of the functions of the School Counseling office that pertain to or impact college planning, including testing
- ~~14.~~ 17. Performs other duties as assigned by the building administrator and/or the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months per year, salary and benefits to be established by the School Board pursuant to an agreement.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy and/or board action on Evaluation of Professional Personnel.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: