



College and Guidance Counselor

Overview

Although our school has a full-time school psychologist who provides personal counseling for students of all ages, as well as vocational testing, we have not ever had a full-time college and career guidance counselor at the high school level. This is a new position being added with the goal of serving our students better and preparing them for the transition beyond high school.

Currently, the responsibility of college counseling is split between 5 of our teachers (in addition to their teaching assignments). Each teacher meets on a weekly basis with their assigned seniors to help them through the process of college selection, entrance applications and essays, and financial aid or scholarship applications. By hiring a full-time college and career guidance counselor, we hope to accomplish these goals:

- Provide more accompaniment for seniors during the college application process
- Expand our program to work with juniors and younger students as they begin thinking about college
- Provide additional personal and guidance counseling for secondary students

Qualifications

- A bachelor's degree from an accredited college or university in a field related to counseling, psychology, social work or education
- Counselor certification and 2 years experience preferred
- Evangelical Christian testimony with active local church experience
- Sense of calling to teach in a third-world setting
- Willingness to make a three (or more) year commitment
- Full fluency and expertise in English; conversational Spanish preferred (willingness to learn is a must)

Possible Responsibilities

Since this is a new position, some of the exact responsibilities will be defined during the first year. Areas that we can currently identify and anticipate include:

- Meet on a regular basis with individual students to help them with:
 - Vocational and career decisions
 - Selection of college, university, or other post-high school plans
 - Applications and essays for college entrance
 - Financial aid and scholarship applications
- During first quarter, set up at least one meeting with each senior together with his/her parents to discuss their goals together

- Manage counselor requirements for Common Applications, including uploading transcripts, school profile documents, and counselor recommendations
- Provide personal and small-group guidance counseling as needed, and in coordination with our school psychologist
- Assist in administration of PSAT and follow-up score interpretation with students and parents