



SIAS INTERNATIONAL SCHOOL

CARING
懂得关爱

PRINCIPLED
坚持原则

RISK-TAKERS
勇于尝试

BALANCED
全面发展

Phone (0371) 88908999 | 19137129398 Web: www.siasinternationalschool.org
Intersection of Chaoyang Road and 4th Longteng St., Zhengdong New District, Henan province, China 450000

International Baccalaureate Diploma Program College and Career Counselor Job Description

Department: Instruction

Term of Employment: 2 years

Band: Teacher

Reporting Accountability: Principal

Scope of Responsibility:

The College/Career Counselor serves the students and families, primarily in MYP 5 -12th grades, by providing a program focusing on the significant aspects of the career counseling and college planning/placement process. With a goal of 100% college acceptance, the College/Career Counselor works in coordination with each student's homeroom/advisory teachers and other members of the faculty, as well as with the school administration, to assist students in discovering their strengths and interests, exploring career alternatives and finding institutions of higher learning which will meet these interests, strengths, and values.

They develop a curriculum that helps students explore career alternatives and understand the college application process. The College Counselor designs and directs a program of activities to assist students with college planning in MYP 5 -12th grades, including academic college preparation, meeting both graduation and college acceptance requirements, college searches, school and financial aid applications, scholarship searches, testing, recommendations, and transition to college.

Major Duties and Responsibilities:

Professional Expectations

- Proactively creates and develops positive relationships with all school community members (students, teachers, families).
- Establishes positive working relationships with colleges and universities and creates opportunities for Sias IS students' successful admission.
- Develops a curriculum and provides training to teachers to support the career planning and college selection/application processes.
- Provides advice on course selection, personal issues, post-secondary selections, and career needs.
- Works collaboratively with middle/upper school staff to recruit students and vertically align programme plans and pathway completion options.
- Works with students and their families to understand the career alternatives available to them as well as the educational alternatives that are accessible.
- The College/Career Counselor employs several venues to reach students and families, including individual conferences with students and families, more extensive group presentations in workshops, classrooms, and college visits.



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- Maintains a resource library of print electronic information of college catalogs, college guides, scholarship information, and financial aid applications.
- Establishes and maintains college counseling web information.
- Directs communication via newsletters, information packets, phone, and e-mail with students and families.
- Collaborates with student's homeroom/advisory teachers to deliver information, gather recommendations, and meet deadlines.
- Participates in, coordinates, and conducts activities that contribute to the effective operation of the counseling program and school.
- Coordinate campus career fair.
- Oversee campus data collection for annual report and program evaluation, which will include: 1) how many alums graduated campus, 2) how many campus alums are enrolled in college, 3) how many campus alums are persisting in college, and 4) how many campus alums have graduated college.
- Coordinates college entrance exam testing and interpretation.
- Remains current in the area of counseling through membership in professional organizations, reviews of related literature, and attendance of workshops and in-service programs.
- May perform other projects and duties as directed by the HoS or the Principal.

Qualifications:

- Bachelor's or master's degree in an applicable field of study/education from an accredited college or university.
- Excellent knowledge and understanding of the teaching and learning process.
- Demonstrated success in effectively solving challenging problems through a positive, collaborative approach.
- 3+ years of experience in the college admissions process, either guiding high school students in their application process or serving at the college level in admissions or career counseling.
- Dedication and expertise in counseling a range of students in the career planning and college process, including those whose families have long been oriented toward college and those for whom college application and attendance are new and unfamiliar.
- Evidence of high levels of organizational skills and the ability to work closely and effectively with students, parents, and colleagues in the school.
- Interest in the mission and educational goals of Sias International School, readiness to build the school's career planning and college counseling program, and the ability to advocate for the school and its students in the college process.
- Knowledge of the financial aid process.
- Excellent oral and written communication skills.
- Ability to work with diverse populations.

Sias IS is committed to the protection of all children and young people from harm. Belief in and alignment with Sias IS beliefs and educational philosophy is non-negotiable.