

Job Description of Head of College Counseling

The Head of College Counseling reports to the Dean and CEO at the school and is responsible for administering all aspects of the university search and admissions process. The role encompasses all that is required from the College Counsellor and includes but not limited to the following:

1. Reviewing present practices and formulating actions plans and implementing initiatives to enhance the college counseling program on a regular basis;
2. Maintaining the ethical practices and expectations of the school in all dealings with students, parents, universities and other individuals and organizations;
3. Meeting with members of the College Counselling team on a regular basis to ensure the smooth running of all aspects of the department.
4. Organizing and supervising the work of the college counseling team and administering the College Counseling Office and sharing information on universities, including but not limited to university guides, scholarships, financial aid and tuition, and fees
5. Ensuring that the work of the College Counseling team is completed in accordance with school and university deadlines;
6. Work with each member of the College Counselling Team on an individual basis to set short and long term professional goals and to appraise the success of their plans on a yearly basis in accordance with the DAIS staff appraisal guidelines.
7. Educating students and parents about universities, the university admissions process, trends, procedures and testing; a advising and supporting students and families as they go through the process; and helping students and families to aspire realistically and wisely;
8. Making informational presentations to students and parents, including workshops on the use of the Naviance software and the writing of university application essays and personal statements;
9. Orientating, supporting and coordinating the writing of university application recommendations by members of faculty;
10. Meeting with students, individually and in groups to talk about university admissions process and individual university choices.
11. Along with the College Counseling team, advising students from classes 9, 10 and 11 on curricular choices, as needed, and working with students to understand university admissions, especially aspects unique to them;
12. Coordinating all visits by university admissions representatives and facilitating meetings between university representatives and our students and their parents. The Head of College Counseling also serves as a liason with university admissions offices throughout the year;
13. Compiling an annual Profile of the School, as well as information on grade distributions, in courses offered at our school;
14. After publication of the IB Diploma results each July, following up on students, who for whatever reason, have failed to meet the conditions of their offer/acceptance and contacting universities to try and ensure their placement;
15. Maintaining records on a IBDP students, including GPA's, predicted grades and transcripts;

16. The writing of an official school recommendation for each Year 12 student. To do so, the Counseling team gathers information from parents, teachers, school records, and students themselves. Head of College Counseling also completes all School Report and Mid-Year report forms requested by universities, including evaluations of students
17. Updating an annual University Applications Handbook, an extensive assembly of information about the university search process, a resource mailed to students and parents each year. The Head of College Counseling also keeps parents informed through newsletters about test dates, local university events and financial aid;
18. Keeping track of admission decisions, statistics and making a report to the Heads of school and Board members;
19. Being aware of issues and trends in university admissions, higher education and testing, as well as keeping up-to-date information about specific colleges and maintaining membership in professional organizations;
20. Maintaining and disseminating information about standardized tests such as SAT, and TOEFL, helping to administer PSAT exams, serving as SAT Coordinator, and working with the Heads to arrange for extended time on these tests, as warranted;
21. Organizing the school's annual Graduation Ceremony in conjunction with the Heads of school;
22. Maintaining a comprehensive and up-to-date database of Alumni.