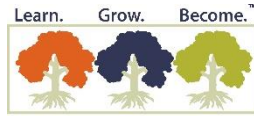


**JOB DESCRIPTION:
College Counselor**



Woodinville Montessori School
a nonprofit organization

SUMMARY:

Woodinville Montessori School is looking for an experienced College Counselor to join our Secondary team. The ideal candidate will be personable, organized, flexible, and detail-oriented person to continue developing the college counseling activities for our high school program. Educating our high school students and their families about colleges, the college admissions process, trends, procedures, and testing; advising, financial resources. Support individual students and their families as they go through the process with the goal of helping them aspire realistically and choose wisely. Montessori philosophy and meet every child for who, what and where they are.

CALENDAR / FTE: Academic Year / 0.4	STATUS: Exempt / Salaried	COMPENSATION: \$19,600 - \$30,000
DEPARTMENT/LEVEL: Program / Faculty	REPORTS TO: Director of Secondary Programs	DATE: August 2023

DUTIES: (Include, but not limited to)

- Meet with juniors, seniors, and their families, individually and in groups, to talk about the process of college admission, application, and individual college choices.
- Advise 9th and 10th graders on curricular choices, aptitude assessment, PSAT, and skills for success.
- Work with the High School team on self-construction and character traits
- Maintain and disseminate information about standardized tests and preparation such as SAT, ACT, and TOEFL and arranging for extended time on tests, as warranted.
- Arrange visits with college admissions representatives to our campus (or occasional group visits to area colleges), meet with them, and facilitate meetings between college representatives and our students.
- Serve as a liaison with College admissions offices throughout the year.
- Update annual Profile of the School as well as information on grade distributions in junior and senior courses and courses offered
- Verify High School transcripts. Work with Program Director and registrar to maintain other records on high school students, including progress toward graduation requirements and GPA's.
- Write an official school recommendation for each senior. To do so, the Counselor gathers information from families, teachers, school records, and students themselves. The College Counselor also completes all School Report and mid-year report forms requested by colleges, including evaluations of students.
- Inform students and their families about postsecondary financing that can be used to support advanced education and training.
- Maintain updated College Search resources in the counseling office.
- Keep families informed through a monthly - quarterly column in class newsletter, and in letters about test dates, local college events, and financial aid.
- Make informational presentations to families, such as the annual presentations to families of 8th graders, juniors, new to school families/guardians, and others as needed.
- Be aware of issues and trends in college admission, higher education, testing, as well as keeping up to date about specific colleges and maintaining membership in professional organizations: the College Board, the National Association of College Admission Counselors, etc.
- Develop career portfolios to help students apply for internships, jobs with prospective employers
- Pursue NCAA or WAIL accreditation, as needed.
- Coordinate workshops, classes, focus groups, and special presentations that focus on job skills and personal development.

EDUCATION/CERTIFICATION REQUIREMENTS:

- Bachelor's or master's Degree from an accredited college or university
- College Counseling certificate
- Training and experience in College Admissions Process and Counseling
- Infant/Child & Adult CPR
- First Aid
- HIV/Blood-borne Pathogens

SKILLS AND EXPERIENCE REQUIREMENTS:

- Strong interpersonal and organizational skills
- Excellent written and verbal communication skills
- Strong time management skills and the ability to meet deadlines
- Familiarity with the goals, objectives, and mission of an independent college preparatory school
- Experience in college admissions or high school college counseling, teaching experience
- Able to respond effectively to the needs of a diverse and demanding student and parent population
- Knowledge of colleges, their academic programs, admission policies, and financial policies and procedures

KEY PERFORMANCE CHARACTERISTICS:

- Attuned to variations in learning style of individual students and willing to adapt to them
- Demonstrated enjoyment and understanding of children
- Demonstrated ability to write proficiently, speak in public and work with adults
- Ability to work successfully in a collaborative team relationship
- Demonstrated ability to create and maintain collaborative working relationships with families and students.
- Work with students, families, and staff in a warm, patient, calm, respectful and confident manner
- Be organized, attentive to details, able to multi-task, and a careful observer
- Maintain confidentiality
- Maintain a calm demeanor in a busy, highly flexible environment
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff, and families.
- Use tact, courtesy and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

WORKING CONDITIONS:

- Must remain flexible to meet the immediate needs of students, staff and school
- Is required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions
- May occasionally be outside in all weather conditions

Physical demands:

- May occasionally lift and/or move up to 50 pounds.
- Demonstrates fine hand manipulation (keyboarding, pincer grip)
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities to monitor the environment and student's well-being.
- Able to fully participate in activities.

Mental and emotional demands:

- Focuses on the children and their safety as the highest priority at all times.
- Is able to tolerate occasionally noisy and busy students.

- Communicates with colleagues and families under stressful conditions.
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

OFFICE AND SOFTWARE SKILLS:

- Technology proficient including Office Suite, Email, and Internet
- Familiarity with Canvas
- Experienced in use of databases

UPON HIRE:

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires the employee to provide fingerprints. Must provide documentation of a current, within the last 12 months, of a negative FDA-approved TB test by a licensed health care professional.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____