

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: COLLEGE COUNSELOR, HIGH SCHOOL, PUXI CAMPUS
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191

POSITION SUMMARY:

As a member of the counseling team, effectively implement a counseling program that meets the developmental, emotional, social and academic requirements of the student body and that enables students to experience success in all aspects of their lives.

SUPERVISED, EVALUATED BY & REPORTS TO:

The High School Principal and Director of College Counseling

QUALIFICATIONS:

- Master's degree preferred
- Previous college counseling or university advising experience
- Previous experience in college admissions preferred

PERFORMANCE RESPONSIBILITIES:

- Develop and maintain familiarity with admission policies and procedures from colleges and universities around the world— particularly USA, Canada, UK, Hong Kong, Korea, Australia, Japan, continental Europe. Be willing to learn new systems, and develop tools to be resourceful when confronted with new systems and their processes.
- Meet with college admission officers visiting SAS and Shanghai to promote awareness of SAS and to learn about options for students.
- Collaborate with the College Counseling team, respect working agreements and collective plans of action. Support overall success of students, colleagues and the college counseling program.
- Develop fluency in and update college counseling technology platforms for students and parents in grades 11/ 12 (e.g. Maia, College Kickstart, etc.)
- Conduct individual meetings with students and parents to guide and advise through post-secondary planning.
- Provide active feedback on the development of appropriate college/ university research and application lists for each assigned student, starting in 11th grade.
- Assist seniors with the university application process. This includes reviewing materials provided reasonably in advance of submission, especially essays and written supplements.
- Write a reference for each student assigned in an annual cohort, appropriate to their applications (i.e. Secondary School Report Counselor Recommendation for US, referee commentary for other systems.)
- Ensure timely delivery of application support materials to colleges. Monitor application status and troubleshoot application scenarios with students—assist with families' understanding of process and following of procedures and ethical guidelines.
- Provide teachers with support and feedback on their letters of recommendation.
- Advise students on the development of an appropriate standardized test plan.
- Collaborate with school counselors, teachers, administrators and other SAS faculty and staff to support students and remain informed about their status.
- Maintain and foster positive, collaborative relationships with teachers in order to stay current with the learning environment in the school.
- Partner closely with school counselors to support student well-being and temper anxiety and disruption related to college admission concerns.

- Attend appropriate conferences related to international education and college admission (NACAC, CIS, EARCOS, IACAC, etc.) Submit proposals to present and share experience when appropriate.
- Provide timely information updates to your assigned student groups, appropriate to the timeline in 11th and 12th grades, and using appropriate school platforms (Schoology, email, etc.)
- Assist in the development and delivery of workshops and presentations for parents and students to educate the community about college admission generally, as well as to provide timely information about the process as it unfolds. Contribute to and support various events sponsored by the college office, including events on weekends and evenings.
- Counsel students and families on the financial aid process and assist in identifying affordable options for post-secondary education.
- Maintain and foster positive, collaborative relationships with college admission officers and peer counselors around the world. Represent SAS in a professional, collegial manner.
- Visit colleges worldwide as part of a team strategy—including planning thoughtfully in response to trends in student interest in geography and academic programs. Promote awareness of our school, make connections with other counselors and with admission officers. Work within budget guidelines, and at Director's discretion.
- Stay current in the field of higher education globally; maintain current understanding of related issues, including standardized testing and college admission trends.
- Actively, appropriately, professionally advocate for every student in the process.
- Advise students, as appropriate, on high school course selection and appropriate summer activities, beginning in 10th grade.
- Maintain confidentiality throughout the process with students and families.
- Develop familiarity with both AP and IB curricula, and demonstrate willingness to maintain a deep knowledge of SAS curricular offerings and the ramifications of curricular choices.
- Maintain awareness of career options and pathways as they relate to both high school curricular choices and university offerings and requirements.
- Help build and support a positive school culture and healthy attitudes about college admission and choice.
- Other duties as assigned by the principal

RELATED SKILLS AND QUALITIES:

- Facility with technology
- A willingness to learn and a growth mindset
- Understanding of data and how to interpret it to support informed decision making
- Ability to meet deadlines
- Comfort with and skill with writing, especially heavy seasonal writing assignments
- Oral communication skills in both one-on-one and public settings
- An ability to understand and respect families' priorities and values
- Multicultural competency and sensitivity to gender, sexuality and personal identity
- A demonstrated interest in working with adolescents and in understanding adolescent development as it pertains to appropriate choices for students
- An interest in engaging voluntarily with student activities, performing arts, athletics, etc. to understand and support school culture
- Willingness to travel for profession development through conferences and university visits
- Empathy and self-awareness
- A sense of humor
- A team-minded, collaborative attitude

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution should not be limited with the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.