

## **College Counselor**

The College Counselor role is a part-time position at the High School level of Method Schools. College Counselors work directly with students and parents to advise and guide in all aspects of educational planning and the college admission process. College Counselors will manage the Grad Planner of all high school students, providing direction to students to ensure timely completion of high school requirements. College Counselors will also provide support for enrollment and completion of CTE requirements and adherence to NCAA and UC requirements as required by student plans.

The college counselor will receive a \$2k pay raise and modified caseload.

### **Duties and Responsibilities:**

- Guide each student to choose course consistent with his/her interests, abilities, and career plans and assist students in locating and using college/career information as needed
- Provide counseling services using competencies and professional knowledge to assist the student.
- Ensure that students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation
- Support enrollment, completion of CTE requirements, and adherence to NCAA and UC requirements as student plans require.
- Operate a High School College & Career weekly meetings for providing various career information and materials
- Participates in local college fairs and National Association for College Admission Counseling
- Prepare career education and instructional materials for teachers and students,
- Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers, and other materials to publicize Career Center services, resources, and speaker programs.
- Keep high school teachers informed of the latest UC and NCAA requirements; provide high school homeroom teachers with the necessary information to support the graduation of all students; provides training for Method staff in the writing of excellent college recommendations

### **Record Keeping and Clerical Responsibilities**

- Keep current records of the current status of graduation trajectory for all high school students; counsel students on appropriate requirements for high school graduation, college admission, and credit completion.
- Maintains accurate and complete records of students' application materials

Ongoing Knowledge Education:

- Remain current regarding information about colleges, scholarships, financial aid, college admissions, and testing
- Develop and maintain grad plans for all high school students; monitor and evaluate student transcripts for accuracy
- Maintain current knowledge of NCAA requirements for student-athletes; counsels students, in conjunction with Athletic Director, on maintaining good standing with NCAA
- Maintains current knowledge of Method CTE offerings; counsels students into appropriate CTE tracks

The college counselor reports to the Director of High School and the Senior Director of Schools.