



# Hangzhou International School

## Job Description

**Title: Student Support Services- Upper School Counselor**

**Qualifications:**

- School Teaching and/or Counseling Certification/Qualifications
- Masters Degree
- Secondary School Experience (International School Counseling / College Counseling experience preferred)
- Strong interest to help others and the ability to inspire respect, trust, and confidence
- Ability to work independently, and as part of a team

Note: Exceptions to the above can be made by the Director of Schools upon recommendation of the Upper School Principal

**Reports to:** Upper School Principal

**Interfaces with:** Director of Schools, campus administration, Upper School Faculty and Staff, school Counselors, parents, students, university representatives and admission offices.

**JOB GOAL:** To design and implement a counseling program that meets the developmental, emotional, social and academic requirements of upper school, and to assist students in appropriate academic and career goal setting, to provide students and parents with information on college/university admissions requirements, financial aid, and scholarship opportunities, and to inform and advise students and parents on the college application process.

**PERFORMANCE RESPONSIBILITIES:**

- Develop and implement a comprehensive college guidance program for grades 9- 12
- Maintain appropriate data bases and information systems to streamline the dissemination of info relevant to college selection and admission process
- Counsel seniors and parents regarding the college admissions process, and assist with this as needed
- Arrange for visits of college representatives and organize fairs
- Conduct informative sessions for juniors and seniors and their parents on post graduate opportunities
- Facilitate student and parent meetings relevant to college selection and admission process
- Coordinate and process supporting documentation necessary for the university application process, including transcript review and student recommendations
- Meet application deadlines
- Provide career search materials, and easy access to career and college publications
- Develop and supervise a work placement program for career opportunities
- Provide students with up to date resources/tools to assist with university search
- Provide required input for School Profile
- Maintain student/counseling records and correspondence relevant to college guidance/admission
- Coordinate and administer the PSAT, SAT, ACT, IB exams, and any others deemed necessary
- Maintain current standardized test preparation resources
- Counsel students on course selection appropriate to demands of higher education
- Establish relationships and network with other professionals in the field

- Compile student achievement data available through NWEA and other standardized tests and maintain the Bridge-U site with students.
- Build relationships with students, staff and families by ensuring confidentiality in all personal matters
- Annually review and update the counseling procedures manual
- Insure that student records and cumulative folders are stored in a safe and confidential manner
- Communicate with IBDPC regarding predicted grades and student records.
- Establish and maintain individual education plans for students referred for student services support
- Provide short-term support for students who are referred or identified as having emotional, social or academic difficulties
- Establish a practical, engaging counseling program that actively involves students, parents and teachers and pro-actively meets student needs in grades 6-12
- Assist new families and students in the "settling in" process in a new environment as well as design and implement a parenting program that provides orientation to the expectations of a college prep, community school such as HIS
- Become actively involved with students through classroom visitations, presentation of lessons, participation in student activities and being visible during student recess etc.
- Any other tasks assigned by building Principal

**PERFORMANCE EVALUATION:**

The Upper School Principal will evaluate job performance.