College Counselor

TITLE: College Counselor

QUALIFICATIONS:Education/Certification:

I. Maine Department of Education certification as Guidance Counselor and/or significant, commensurate experience on a College Admissions staff.

II. Minimum of Bachelor's Degree completed by an accredited college/university.

III. Hold a valid state of Maine Criminal History Record Check (CHRC) approval.

Special Knowledge:

I. Educational training and/or experience to meet the college planning and placement needs of students.

II. Excellent skills in communicating and collaborating with students, parents, School Counseling office staff, teachers and other school staff, and College Admissions staff.

III. Excellent skills in writing effective college recommendations for students.

IV. Excellent organizational skills to manage the preparation and timely submission of school documents supporting student applications and the coordination of events and sessions helpful to parents and students concerning the college admissions process.

V. Technology skills sufficient to understand, master, and guide others in the use of digital college applications and other school tools such as the Common Application, College Board, PowerSchool, Naviance, or other digital tools that may emerge.

REPORTS TO: Building Principal and Guidance director

JOB GOAL:

A College Counselor is an experienced professional who works to ensure that our students and their parents learn the requisite skills to successfully prepare for and navigate all aspects of the college search, applications, admissions, and financial aid processes. The college counselor ensures accurate and timely preparation and submission of necessary school documents. The college counselor begins working with students second semester of junior year, focusing on college planning and credential preparation. The fall semester is devoted to assisting seniors with the college application process.

PROFESSIONAL RESPONSIBILITIES:

The College Counselor:

I. Has a primary obligation to the student, who is to be treated with respect as a unique individual.

II. Is concerned with all students' college planning and encourages each student to develop appropriate plans.

III. Demonstrates knowledge of the college admissions process and the role the school plays in supporting students' applications.

IV. Is knowledgeable concerning admissions testing, academic preparation, effective college essay writing, financial aid, and teacher recommendation requirements.

V. Has overall responsibility for coordinating all services connected with college admissions staff visits to Cape Elizabeth High School.

VI. Writes an official school recommendation for each senior. Also, completes all school report and mid-year report forms.

VII. Provides students with comprehensive and developmentally appropriate information concerning the college process delivered in classroom visits as well as one-one-one meetings.

VIII. Consults with School Counselors, Teachers, Social Workers and other school staff to support students through the college process.

IX. Maintains and secures records necessary for rendering professional services to the student as required by laws, regulations, institutional procedures and confidentiality guidelines.

X. Provides interpretation of the nature, purposes, results, and potential impact of assessment/evaluation measures in terms of college admissions planning and placement.

XI. Helps develop appropriate college plans based on individual student needs through careful review of the student's academic record, interests, and goals.

XII. Assists students in developing a balanced college list, with a range of opportunities for admission.

XIII. Establishes and maintains professional relationships with College Admissions staff as well as CEHS faculty, stuff, and administration.

XIV. Serves on relevant committees and attends staff meetings as required.

XV. Continues to develop their own professional skills and knowledge concerning all aspects of the college process.

XVI. Adheres to the National Association for College Admission Counseling's ethical standards.

XVII. Assists and participates as necessary in the planning and carrying out of the functions of the School Counseling office that pertains to or impacts college planning processes, including testing and local scholarship selection.

XVIII. Assists parents to support their students through the college process through needs and schedules to understand all aspects of the college search, applications, admissions, and financial aid processes.

XIX. Offers appropriate training and professional development to teachers and other school staff so that they can effectively perform their important roles in the college process.

XX. Mets and consults with parents to assist them in supporting their students through the college process.

XXI. Participates in professional organizations and professional development opportunities to maintain and build skills, knowledge, and a network of professional contacts helpful in the role of College Counselor.

XXII. Coordinates the development of a school website concerning the college process that is helpful, current, comprehensive, and user friendly.

XXIII. Compiles an annual profile of the school, as well as information on grade distribution and decile bands.

XXIV. Works with the Registrar to maintain records on seniors, including GPS's and transcripts.

XXV. Keeps track of admission decisions and statistics.

XXVI. Coordinates selection of college book award winners.

XXVII. Performs other duties as assigned by the building administrator and/or the Superintendent.

TERMS OF EMPLOYMENT:

School year plus two weeks during the summer to close out one year and prepare for the next. Given the explosion in early applications, there may be discussions about shifting some additional work time away from the school year and to the summer.

EVALUATION:

Performance of this job will be evaluated by the Principal in accordance with provision of the School Board’s policy on Evaluation of Professional Personnel.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: April 14, 2015

Revision #1
Created 30 January 2024 14:53:20
Updated 7 May 2025 19:38:26