



High School Counselor Job Description

MISSION

HOPE Academy students courageously develop their Christ-like identity, cultivate their unique gifts and engage as active learners within an authentic community.

POSITION PURPOSE

The High School Counselor supports high school students in course planning, goal setting, and determining strategic priorities that align with their future college and post-high school educational plans. This 12-month, part-time position reports to the Head of the School.

THE KEY FUNCTIONS of this role include, but are not limited to:

Student Services

Experiential Learning & College Service

- Coordinates student internships and independent studies
- Serves as a liaison with community colleges and online academic programs
- Provides student support and oversight for dual enrollment, virtual course offerings
- Support coordination of career events and the High School Winterim
- Future Planning: Develop organizational and business partnerships in association with the student's interests and project-based learning initiatives

College Counseling and Individual Support

- Maintain student records; transcripts
- Provide comprehensive educational, college, and financial aid planning for HOPE Academy students and their families, in addition to summer learning opportunities.
- Provide individualized support to students in selecting schools and navigating the application process
- Collaborates with the Learning Support team to support students with disabilities in preparing for college admissions, and testing
- Collaborates with teachers to develop strategies for college readiness
- Maintain up-to-date documentation for NCAA Eligibility
- Oversee Senior Preparations & Commencement
- Creates opportunities for students to be exposed to various careers and professions

Colleges and Universities

- Foster a relationship with colleges and universities on behalf of HOPE Academy
- Maintain a school profile, course catalog as well as information on grading and course offerings
- Coordinate college visits and tours for students in partnership with grade-level teams
- Serve as a liaison with college admissions offices

Preventive and Responsive Services

- Supports and provides counsel for social and emotional wellness which may include grief counseling, academic support counseling, and emotional intervention

Administrative

Assessments/Admissions Testing (PSAT, PreACT, ACT, SAT)

- Coordinate standardized assessments: PSAT, PreACT, ACT, SAT
- Serve as the testing administrator and coordinate proctors for onsite PSAT, PreACT, ACT, SAT
- Disaggregate and analyze data
- Collaborate with the Learning Support Team at HOPE Academy and College Board regarding accommodations for students with learning disabilities

Administrative Support

- Development of Master Schedule
- High School Policy Development & Refinement



QUALIFICATIONS

- A deep and abiding faith in Christ
- A habit of prayer and time in Scripture
- A servant to all
- Attentive to detail
- Customer service focused
- Project-oriented
- Confidential and discrete
- Receptive to feedback and direction
- Punctual and attentive to deadlines
- Dedicated work ethic
- Professional image in speaking and appearance
- Integrates school mission into tasks and responsibilities
- A quick, clear, articulate writer and proofreader; a skilled communicator both in writing and in person
- Humble: nothing to prove, only a heart to serve
- Hard worker: responsibility-oriented and not task-oriented

EDUCATION/EXPERIENCE

- Master's Degree in Education, Counseling, or a related field
- 5-10 years of previous experience as a high school guidance counselor or related experience

PROFESSIONAL STANDARDS OF EXCELLENCE

We believe that how we do anything is how we do everything.

- Follow the example of Jesus
- Serve joyfully
- Operate with excellence
- Commit to a growth mindset
- Begin with the end in mind