



Job Title: High School College and Career Counselor

Department: Academics

Position reports to: The Academic Dean and the Academy Provost

FLSA Status (Exempt/Non-Exempt): Exempt

Full-time/Part-time: Full-time

POSITION SUMMARY

A faculty member at St. John's Northwestern Academies (SJNA) has the opportunity to play a significant role in a young person's life. The College and Career Counselor is considered a full-time faculty member at SJNA. Because SJNA is a boarding school, a faculty member has unique opportunities not present in traditional day-school settings. Also, faculty members are required to stretch their talents beyond those of a traditional day school. Therefore, a faculty member at SJNA who thinks beyond the classroom and understands their role is more than just a job, but rather as a vocation, is bound to have rewarding experiences.

RESPONSIBILITIES

College and Career Counselor Duties:

- Design, maintain, and continuously improve a post-secondary education curriculum to include grade-level objectives and workshops for faculty, staff, cadets/students, and families.
- Provide cadets/students and families with post-secondary resources for college preparation, career exploration, technical education, the Armed Services, and summer programs or opportunities.
- Create a working database of organizations to establish connections to the Academy to understand our cadets'/students' abilities and leadership potential.
- Build a working knowledge of various resources to maximize college financings such as Advanced Placement and Dual Credit options, financial aid, and scholarships.
- Set four-year goals with each class member, track test data and college/career readiness indicators, and update as necessary.
- Create a four-year graduation and course selection plan to determine the pursuit of the standard college preparatory diploma, the humanities honors diploma, or the STEM honors diploma for each cadet/student in grades 9-12, to be monitored and updated as necessary.
- Work with the Academy Senior Administration to ensure that our post-secondary programs align with the overall strategic plan for the academy and academics.
- Coordinate and administer school day standardized tests such as the PSAT and SAT, ASVAB, Pre-ACT, and ACT throughout the school year; analyze results and provide suggestions for overall score improvement.



- Use the data management system SCOIR to track and maintain a student's college applications, to include all related supporting documents and essential information.
- Meet regularly with grade-level groups to discuss relevant issues, upcoming events, and goal-setting.
- Plan, organize and facilitate guest speakers, college visits, job shadows, career exploration opportunities off-campus, encourage and lead campus visits, et cetera.
- Deliver regular progress reports to Academy personnel, administrators, and families as necessary.
- Help design and implement effective, productive, and positive ways to increase the Academy's ACT/SAT average scores.
- Teach a College and Career Planning Course, if necessary.

Support the Academy:

- A primary responsibility of the College and Career Counselor as a faculty member at SJNA is to provide **high-quality instruction, information, support, and mentorship** in a safe, well-managed, inclusive atmosphere. This responsibility requires proper teaching and preparation, including the use of established guidelines, for helping our cadets and students pursue post-secondary goals.
- Faculty and staff need to **support the structures of the Academies**. Therefore, it is vital to work within those structures, supporting both at all times. While the college counselor needs to express their own leadership relative to their area, it must include and support the philosophies of the entire institution.
- Faculty members and staff are required to support the Academies by supervising extracurricular activities and **providing support for social events (chaperone assignments)**. Sports, clubs, and other after-school events require leadership and supervision by faculty and staff members, contributing to one of our goals of building a sense of community. This will include supporting evening study hours approximately once per month and participation in Academy events such as Families Weekend and Commencement Weekend.

QUALIFICATION REQUIREMENTS

Knowledge/Skills/Abilities:

- A belief in the ability of every cadet/student and a commitment to help each individual achieve personal excellence.
- Should have strong interpersonal skills, organizational skills, and desire to make a difference in a young person's life.



- Must have the ability to supervise students in the classroom and non-classroom settings; safely, healthy, and in a controlled manner.
- Must appreciate the importance of building and maintaining positive relationships with cadets/students to facilitate effective learning.
- Should demonstrate integrity and strong moral character.
- Must be able to work both independently and within a team.
- Should be technologically competent by modern workplace standards (email, word processing, find and utilize online resources, be able to learn online grade books and SIS, et cetera.)
- Familiar with strategic planning, organization development, and project implementation and management.
- Effective oral and written communication skills; working knowledge of Spanish a plus.
- Informative, and positive communication with families.

Education/Experience:

- A Bachelor's Degree in a related field is required. A Master's Degree in Education, or a related field, is strongly preferred.
- Experience teaching high school is preferred.

Certificates, Licenses, Registrations:

- A valid teaching license in the appropriate area/level is preferred. If a candidate possesses a Master's degree or higher or has significant work experience in the relevant field, exceptions are possible to be determined on a case-by-case basis.

Interested applicants should email their resume to:

careers@sjnacademies.org