



## JOB DESCRIPTION

**POSITION TITLE:** Academic & Career Counselor

**Position Summary:** Assists students with decision-making processes relating to academic and personal goal achievement. The role will support 150-200 middle school and high school students.

**Reports To:** This position will report to the Principal.

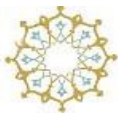
### Essential Responsibilities

#### *Academic Counseling*

- Determine Principal's list and Honor Roll students for all grade levels after each quarter/semester when grades are finalized and create certificates for award ceremonies.
- Determine Valedictorian and Salutatorian for 8th grade and 12th grade and distribute acknowledgment letters to the students/parents.
- Check grades for all students in 6th-12th grade periodically throughout each quarter to track progress, especially for struggling students.
- Meet with students and their parents with poor academic performance in grades 6th-12th individually to discuss the plan to improve their grades.
- Determine which students need to be on probation based on analysis of their grades and standardized test scores and follow up with parents through letters, email, and meetings.
- Keep track of probation list and working with Admin to have certain students blocked/unblocked from registration for the following school year.
- Coordinate online based credit recovery classes for students who fail IFS courses or need to make up credit hours or want to graduate early.
- Educate students and parents regarding standardized testing such as the PSAT and AP testing in HS.
- Collaborate with Principal to schedule classes and create master schedule from PS-12<sup>th</sup> grade and meet with high school students regarding their course selection for the next year.
- Conduct course audits for each student in grades 9th-12th to determine which classes are needed for graduation.
- Serve as a liaison on the driver's education course with Willowbrook High School and setting up a driver's ed course at IFS with a private company.
- Coordinate the placement exams of students who take summer classes and their course placement thereafter in the appropriate classes.
- Handle requests for students to be promoted in MS or graduate HS early.
- Interview prospective IFS students.
- Review HS students' transcripts before sending them to colleges.
- Add/edit transcripts, and transfer credits for new students.
- Assess course placement for 8th grade students transferring to public high schools, interact with public school staff regarding student records and standardized testing.
- Recommend transfer courses for hifz students interested in transferring to IFS.
- Coordinate service learning including sharing volunteer opportunities, creating and track forms that include hours volunteered for each student, and inputting hours into RenWeb for record keeping.

#### *College/Career Counseling*

- Conducting MS meetings in partnership with the library, tech, English teachers to introduce



students to college/career planning and meet with students in 8<sup>th</sup> through High School.

- Contribute to newsletter on notices for college/career readiness to MS/HS students.
- Use Naviance with students, including Naviance account set-ups for all MS/HS students.
- Meet with 12th grade students in groups and individually during Fall of Senior year, guiding students on every aspect of the college application process from start to finish.
- Correspond with College admission officers regarding individual seniors and their college application.
- Coordinate the Dual-credit program of courses with the dual-credit teachers and College Of DuPage (COD) dual-credit department, sharing student information with COD and setting up time for students to take the necessary placement testing.
- Write letters of recommendations for each senior and complete their school reports for common application and/or sending transcripts via email and mail throughout the year.
- Train teachers on how to write letters of recommendation.
- Research scholarships and sharing important/relevant scholarships with students.
- Conduct College/Career Workshops for parents on preparing for the application process and completing FAFSA.
- Coordinating test-prep services for HS students, such as Practice ACT exams and Prep Classes/Seminars
- Coordinate Career Fair with NHS and bringing in professionals from various fields.
- Coordinate a College Fairs with college representatives, including senior and junior visits.
- Proctor exams (various exams throughout year such as PSAT, AP exam, SAT exams, Semester midterms and finals, WIDA testing with elementary)
- Compile all data for ACT/SAT scores and PSAT and AP scores and create graphs to submit to Director of Curriculum and the Principal.

### **Qualifications:**

- 4 years of experience in academic counselor role required.
- Master of Arts in School Counseling required.
- Licensed Professional Counselor required.
- National Certified Counselor required.
- Strong time management and project management skills.
- Strong verbal and written communication skills.
- Positive attitude and desire to be resourceful. Ability to interact effectively with a variety of audiences and individuals.

### **Schedule**

Monday to Friday – 7:30 am to 4:30 pm with a 30–minute scheduled break time.

### **Disclaimer**

The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.