

# MODESTO CITY SCHOOLS

## Job Description

JC# 0810

### HIGH SCHOOL COLLEGE COUNSELOR

#### OVERALL RESPONSIBILITY

Under general supervision, develop programs and activities to assist students in pursuing post-secondary school options including developing college planners, financial aid information, and scholarship publications.

#### SPECIFIC RESPONSIBILITIES

1. Notify students and parents regarding college and scholarship information including college guidance announcements, parent newsletters, student daily bulletin notices, school bulletin board displays and newsletter.
2. Provide up-to-date, accurate scholarship information to students and parents via school website, assist students in completing scholarship applications, and organize scholarship awards assemblies and presentations.
3. Facilitate college evening presentations for parents including distributing college information.
4. Assist students and parents in completing college and financial aid applications/Cal Grant packages which includes facilitating Financial Aid Parent Workshops during the school day.
5. Facilitate the Preliminary PSAT. Promote students taking college entrance tests, SAT I and SAT II/ACT, including providing information regarding the importance of taking the tests, examination fees, waivers, test dates, and test locations.
6. Assist students in meeting common college admission deadlines which includes developing and publishing a college calendar indicating timelines for completing college admission forms, scholarship applications, and other important college dates throughout the year; and developing and publishing a list of important college deadlines.
7. Provide appropriate information and guidance to students in Honors, AP, IB, GATE, and Government classes as well as other classes which includes a review of University California/California State University (UC/CSU) entrance requirements, ACT/SAT testing, Modesto Junior College (MJC) entrance requirements, financial aid information, letters of recommendation, etc.
8. Coordinate college visitations and arrange for college recruiters to make presentations and speak to students regarding college opportunities.
9. Provide appropriate information and guidance to students regarding the California State University (CSU) Math (ELM) and English (EPT) placement tests which meet college entrance requirements.
10. Prepare and disseminate college awareness materials including, but not limited to, MJC and CSU Stanislaus degrees, majors, and certificate programs; a map of locations of UC, CSU, private California colleges, vocational schools, and community colleges; and a list of college considerations such as tuition costs, location, size of college, liberal arts or technical emphasis, coed or single sex, public or private.
11. Provide information and guidance to student athletes regarding NCAA requirements.
12. Assist students in college preparation activities including, providing students with strategies for writing successful college entrance essays, facilitating meetings with students and counselors to establish that students have met all college entrance test and subject requirements, and reviewing student GPA's.
13. Assist students in gaining entrance to military academies (West Point, Naval, Air Force, and Merchant Marines).
14. Assist students in gaining admission to Reserve Officer Training Corps (ROTC) college programs.
15. Provide students with a schedule of dates and times when the college counsel is available.

## **HIGH SCHOOL COLLEGE COUNSELOR (continued)**

### WORK YEAR

Basic teacher year

### SALARY

Basic teacher's salary plus seven percent (7%) of Range 1, Step 1 of current salary schedule. If assignment is less than half-time, stipend will be reduced by fifty percent (50%).

### QUALIFICATIONS

#### Knowledge and Ability

##### Minimum Requirements:

- Knowledge of counseling techniques.
- Ability to understand and accept individual differences in children and parents.
- Knowledge of intellectual, emotional, social, and physical development of adolescents.
- Knowledge of college and university entrance requirements, scholarship information, financial planning, etc.
- Ability to liaison with college and university representatives.
- Ability to effectively communicate and maintain cooperative relationships with those contacted in the course of work.

#### Experience

##### Minimum Requirements:

- Minimum of three years teaching experience
- Experience as a high school or college counselor

#### Education/Credential

##### Minimum Requirement:

- Pupil Personnel Services Credential

##### Desirable Qualifications:

- Masters Degree from an accredited college/university
- Valid Teaching Credential

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.
- Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.
- Sufficient physical ability, strength, balance, mobility, and stamina to sit or stand for extended periods of time.
- Sufficient lower body strength, stamina, and mobility to kneel, walk, stoop, bend, and extend legs for prolonged periods of time.

### REPORTS TO

Assistant Principal, Pupil Services

Board Approved: 10/6/08

Cabinet Approved: 10/2/12

Unit Approved: 11/6/12

Board Approved: 12/10/12