



## College Counselor Job Description

**Terms of Employment:** 180 work days – salary and work year established by the Board of Education and Grayslake Education Association Collective Bargaining Agreement.

**Evaluation:** Performance will be evaluated in accordance with the District 127 Evaluation Plan.

**Reports to:** The Department Chair of Student Services

**District 127 Mission Statement:** We empower all learners to launch their futures through relevant, engaging, authentic learning.

### Qualifications:

- PEL with an endorsement in school counseling, NCC, or LPC/LCPC desired
- Minimum of 3-5 years of experience in school counseling or college admissions.
- Knowledge of college application processes and financial aid,
- Strong communication, organizational, and interpersonal skills.
- Ability to work collaboratively and enthusiastically with students, families, staff, and external partners.
- Proficiency in college counseling software, including SchoolLinks or similar.
- Takes initiative and demonstrates a desire to learn and grow
- Must be willing to host evening events for students and families.
- Must be available over the summer to respond to student and family inquiries

**Primary Purpose:** The College Counselor guides students through the college admissions process, provides individualized support, and offers comprehensive resources to students and families. The counselor will collaborate with faculty, staff, and external partners to facilitate college readiness programs, workshops, and events that promote academic success and post-secondary planning.

### Primary Responsibilities:

- Advise students (grades 9-12) on academic planning, college applications, scholarships, and financial aid opportunities.
- Conduct individual and group counseling sessions focusing on college and career planning.
- Assist students with developing a balanced college list based on academic, social, and financial fit.
- Offer tutorials to help students navigate SchoolLinks.
- Guide students through the application process, including essay review, application completion, and interview preparation.
- Coordinate and lead college visits, college fairs, and meetings with college admissions representatives.
- Develop and present workshops for students and parents on college admissions, financial aid, return on investment, scholarships, and other relevant topics, including live and virtual evening events.
- Send written communication/newsletters to students and families
- Maintain strong relationships with college admissions offices to advocate for students.
- Stay informed about trends in college admissions, financial aid policies, and career opportunities.
- Collaborate with teachers and staff to identify students needing additional support.
- Prepare and submit counselor recommendation letters for college applications through SchoolLinks and other mechanisms.
- Collaborate with the internship coordinators to offer robust post-secondary events and information that blend college and career options.
- Collaborate with the Multilingual Department Chair to ensure programming is available in multiple languages and to support college information at the Bilingual Parent Action Committees.
- Function as a member of the larger counseling team, offering support as needed to meet student and department needs and deliver professional development around college admission information.
- Collaborate with the Athletic Director to organize information and support for students and families on NCAA academic requirements for DI, DII, and DIII schools.
- Support students looking to attend the military, including organizing ASVAB testing or recruiter visits
- Provide support for standardized testing (SAT, ACT, AP, etc.)
- Attend professional development to develop and maintain a deep understanding of current college requirements, trends, and application processes and build networks to benefit D127 students.
- Collaborate with your cross-town, job-alike partners to ensure consistent and high-quality

programming across the district.

*Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making an application for this position should contact the office of the superintendent. Created February 2025*

This example annual schedule of events represents a framework and approximate timeline of events for which the College Counselor is responsible. The list is subject to change as the role evolves and when the needs of the students and the organization require it. The College Counselor should maintain an updated version of this calendar.

### **Annual Approximate Timeline of Events:**

#### **All year:**

- Counsel for personal, social, academic, and career matters.
- Respond to questions regarding the college application process (including summer).
- Meet with seniors to discuss their career and post-secondary plans.
- Coordinate and maintain all NCAA eligibility records.
- Communicate and maintain information on college financial aid.
- Communicate and maintain information for summer enrichment programs.
- Provide financial aid and scholarship information to students.
- Communicate with college admission counselors.
- Support Junior and Senior First Generation College students through group events
- Provide college information to students and their parents throughout the year.
- Provide information and assist students with college testing and other types of testing.
- Attend professional development - state and national conferences, college campus visits, individual college information sessions, and other local/regional post-secondary network events.
- Support students, families, and staff with the features and implementation of our college and career platform (SchoolLinks).
- Coordinate and run other post-secondary-related events (see calendar below).
- Ensure student transcript requests and counselor letters are being fulfilled

#### **August:**

- Welcome Back Event: Introduce college counseling services to new and returning students and families.
- Senior Class Meetings: Review college application timelines and expectations.
- College Essay Workshop: Provide essay writing strategies and feedback and partner with the English department and /or college admission reps.

### **September:**

- College Fair: Host college representatives and provide opportunities for students to engage.
- Financial Aid Night (Evening Event): Guide families through FAFSA, CSS Profile, and scholarship opportunities.
- Present and /or offer information about Return On Investment
- One-on-One Meetings with Seniors: Develop personalized application plans.

### **October:**

- Support PSAT NMSQT Administration for Juniors and discuss the impact on college planning.
- Early Action/Early Decision Application Support: Offer hands-on assistance for students.
- College Visits: Coordinate visits from college admissions representatives.

### **November:**

- Parent-Teacher Conferences: Offer college counseling sessions during conferences.
- Scholarship Workshop (Evening Event): Provide resources and strategies for finding and applying to scholarships.
- Review of Early Decision Results: Support students with next steps.

### **December:**

- Application Completion Support: Focus on regular decision deadlines.
- Mid-Year Report Preparation: Collaborate with teachers and staff to ensure accurate reporting.

### **January:**

- Junior Parent Night (Evening Event): Introduce college planning for junior families.
- Begin College Planning with Juniors: Individual meetings to discuss academic and extracurricular goals.

**February:**

- Work with ACT prep program coordinators to communicate and recruit
- Summer Program Fair (Evening Event): Highlight summer opportunities that strengthen college applications.

**March:**

- College Admissions Panel (Evening Event): Invite admissions officers to discuss trends and expectations.
- Review Acceptance Letters and Financial Aid Packages with Seniors.

**April:**

- Decision-Making Support: Help students navigate final college choices.
- National College Decision Day Planning: Celebrate senior decisions.

**May:**

- Graduation Preparation: Ensure all college-related tasks are completed.
- Oversee the completion of Senior Surveys and CCRI Surveys
- Underclassmen Workshops: Prepare students for summer enrichment and future planning.
- Participate in the Graduation ceremony and planning

**June:**

- Reflective Evaluation: Review successes and areas for improvement in the counseling program.
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