

## **FUCHS MIZRACHI SCHOOL**

### **Stark High School College Counselor**

#### **STATUS:**

Full-Time (With Possibility of 0.75 part-time equivalent)

**YEARLY TERM:** 10 months and some planning time in the summer

#### **REPORTING RELATIONSHIPS**

**Supervisor:** High School Principal

We are Fuchs Mizrahi School in Beachwood, Ohio. We educate and inspire students from age two through twelfth grade. We are motivated by a real passion for learning and leadership. We are a Jewish community-based school that believes that teacher-student relationships are the foundation of outstanding education.

We are seeking a full-time (with the possibility of a part-time position) College Counselor to work with our High School students, parents, and faculty to oversee and support the entire college application process.

We are seeking an experienced college counseling professional but will seriously consider any applicant who has the following skillset:

- Is empathetic, supportive, and highly organized
- Enjoys working with teenagers and their families
- Knows or is willing to learn about the school community and its particular needs
- Excellent communication skills, both oral and written
- Is collaborative and a team player
- A high degree of flexibility
- Highly motivated to build and maintain excellent relationships with colleges and their representatives
- Demonstrated ability to work well in a fast-paced environment

#### **RESPONSIBILITIES:**

- Builds excellent relationships with students, parents, and faculty to facilitate a high-quality college guidance program
- Develops and runs mission-appropriate programs in grades 9–12 that help students understand themselves and focus on age-appropriate personal, academic, and college-focused goals—for instance, for underclassmen, sessions focused on Myers-Briggs personality inventories; for juniors, mock interviews, mock admission committees, and test-prep activities; for seniors, essay-writing sessions and Common Application sessions.
- Counsels High School students on every facet of the college search process, providing especially

close guidance to families starting in January of their junior year and continuing through the senior year.

- Writes seniors' school counselor letters (approx. 24) and submits all supporting documents for college applications (school reports, transcripts, teacher recommendations, etc.)
- Reviews and signs off on students' course registration and assists the High School Principal and Dean of Students in four-year planning discussions with students and families.
- Organizes information sessions such as Junior College Night and Paying for College.
- Maintains accurate and complete records of students' application materials, college applications, acceptances, matriculations, scholarships and aid awarded, etc. Analyzes and creates reports on these to help give well-informed advice to students, faculty, the High School Principal, and the school.
- Maintains and updates the handbooks, handouts, newsletters, and forms important to the College Counseling program, including an annual Stark High School Profile for colleges.
- Coordinates and oversees the Career Explorations Program for 11th graders in the spring, matching each student with a 3-week internship, volunteer opportunity, or shadowing program in an area of student interest. Organizes culminating capstone event.
- Is responsible for full, complete records in the Naviance College Application Program and students' and families' effective use of this resource.
- Guides faculty in the writing of excellent college recommendations.
- Maintains and actively develops relationships with college admission officers and other school counselors.
- Is active in NACAC. Visits colleges and universities to deepen and expand knowledge of school options. Remains informed regarding matters that have an impact on college counseling.
- Serves as coordinator of all standardized tests given at Fuchs Mizrahi School (PSAT, ACT, AP)

Carries out other duties as assigned by the High School Principal.

## **QUALIFICATIONS:**

Bachelor's degree (advanced degree preferred)

Extensive experience in College Counseling preferred

Superior interpersonal skills in listening to, working with, communicating with, and knowing Fuchs Mizrahi School students, parents, faculty and staff, and college admissions representatives

Superior skills in writing with impeccable grammar and eloquent prose, in forms ranging from casual emails to information-laden newsletters and high-stakes senior letters

Trustworthiness and integrity with all constituencies

Excellent skills in managing details, deadlines, programs, people, and large quantities of information in a proactive, timely, organized, calming, and effective manner

Creative, strategic, and thoughtful thinker regarding the assessment of and improvements to current programs and, as helpful, the development of new program elements that will enrich the quality of the college counseling program