



Address:
30 West Pershing Road
Suite 402
Kansas City, MO 64108

Phone:
(816) 241-6200
Fax:
(816) 241-6201
Website:
www.frontierschools.org

Job Description: High School Senior College Counselor

SUMMARY:

Position : High School Senior College Counselor

Description : To help establish, maintain, support and sustain college going atmosphere and identity in high school campuses by collaborating with high school students and alumni. To provide leadership in the advancement of college and career success programs. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students.

Reports to : Principal

Department : Administration

Job type : Full time

Classification : Exempt

Calendar Type : 11 Month (Calendar 2)

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Minimum 5 years teaching experience
- Master's Degree in guidance counseling is preferred.
- Valid Missouri counseling certificate is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior
- Counsels with students individually or in groups.
- Assists students, staff and parents in making use of counseling services.
- Coordinates counseling information and record keeping.
- Assists in scheduling and providing information about curriculum offerings in the program of studies to staff, students, and parents.



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- Remains current in the area of counseling through membership in professional organizations, reviews of related literature and attendance of workshops and in-service programs.
 - Promotes community understanding through professional concern for all students as well as demonstrating an interest in school and community activities.
 - Participates in, coordinates and conducts activities that contribute to the effective operation of the counseling program and school.
 - Coordinate collaboration with Frontier alumni to identify and develop a talent pool of certain number of College Success Ambassadors who will develop very close relationship with other Frontier alumni at their respective college to support for their college and career success initiatives by organizing and creating events, programs and resources.
 - Oversee data input and tracking using a database. Capture address, cell phone, email, Facebook information; wherever possible, update database when contact is made with alums. Items to update include contact notes, academic data, college major, and other pertinent information;
 - Support Frontier alumni college enrollment, persistence and completion.
 - Oversee campus data collection for annual report and program evaluation, that will include: 1) how many alumni graduated campus 2) how many campus alumni are enrolled in college, 3) how many campus alumni are persisting in college and 4) how many campus alumni have graduated college;
 - Ensure that campus 5th, 10th and 15th year alumni reunions and yearly (class by class) gathering activities are organized in order to maintain campus alumni network to build healthy and strong school community.
 - Oversee campus alumni visit at their respective colleges/universities and recruit qualified alumni into Frontier system as mentors, tutors, interns and teacher assistant to develop Frontier future workforce;
 - Compile, prepare and present campus college enrollment, persistence and completion data to district leaders and campus principals.
 - Communicate Frontier alumni success stories internally and externally to increase morale and motivation of Frontier employees and to inform stakeholders
 - Coordinate campus career fairs in the campus.
 - Provide senior class college and career success workshops, events, summer melt and fall check-ins programs.
 - Work with district HR director closely to recruit Frontier college graduates into Frontier system.
 - Build and maintain college and career partnerships throughout the year.
 - Prepare and disseminate materials regarding college and career success programs.



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- Collect and analyze data regarding college matriculation, persistence and completion rates, perform research studies and special projects as assigned.
- Plan and oversee events and programs to provide additional support for first generation, low-income, underrepresented and diverse students to increase awareness about college access, success and transition opportunities.
- Visit different (in and out of state) university support and K-12 initiative offices to learn more about college's resources and programs to serve Frontier school students effectively.
- Promote current school college going culture and build strong foundations and stamina for success in college.
- Assisting seniors and alumni for finding scholarships, internships and job shadowing opportunities.
- Organize district gatherings, college visits and mentoring programs between Frontier students and alumni to share their college and career success best practices and experiences for a successful freshman year in a 4-year or 2-year college.
- Submit periodic reports (i.e. College Career Success reports, performance evaluation) and other service-related documentation as required.
- Provide leadership and management to all College and Career Readiness programs
- Coordinate school college trips.
- Perform other duties as assigned.

SKILLS AND ABILITIES:

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the district.
- Ability to organize special programs for assigned campus.
- Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- Ability to analyze data
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require occasional light lifting.



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- Nights and weekend activities will be occasionally required.
 - Position is in office setting and may involve prolonged work at a desk in one location.
 - Moderate travel is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, physical demands, work conditions and environment listed above are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.