

Summary

The role of the College Counselor is to support TIS students in their course choices to ensure successful future pathways. They assist students with the preparation of necessary college entrance documentation and ensure that students are meeting all requirements to enter a college upon graduating from high school. The college counselor reports to the secondary principal. All learning at TIS is guided by our Learning Principles.

TIS Learning Principles

- Learning involves individual choice, autonomy and agency.
- Learning is a process of inquiry, feedback and reflection in authentic contexts.
- Learning is enhanced through individual and community relationships.
- Learning is enhanced in a physical environment that is safe, welcoming, adaptable and inspiring.
- Learning transcends disciplines.
- Learning is essential to the creation of a better world.

Essential Duties and Responsibilities

- Make successful student learning the central consideration in all aspects of decision making
- Communicate and model the kinds of behaviors and relationships required to succeed at TIS
- Use, maintain and keep the College Counselor Handover documents up to date
- Write the counselor reports for all senior students
- Work with all students to obtain the best fit for college, including potential scholarships
- Support TIS scholarship students to obtain funding that covers all their costs, not only tuition
- Work closely with the registrar on transcript management
- Collaborate with the DP Coordinator on predicted grades for college applications
- Oversee the use of TIS' digital college application platform and introduce it to students.
- Collect data and enter it into our digital platform: TOEFL/IELTS/ACT/SAT, and Predicted Grades
- Represent the school at CIS events, including presentations
- Organize the PSAT for Grade 10 and 11 and support the registrar with the SAT/ACT sessions
- Continually develop and update the TIS college counseling website
- Support students in their application journey in a holistic manner, including social-emotional support
- Coordinate and set up visits (digital or physical) of representatives from colleges, technical schools, the military services and private training facilities
- Conduct a yearly program audit to review the extent of program implementation and effectiveness
- Measure results of the comprehensive college counseling program activities and share results as appropriate with relevant stakeholders
- Support the Grade 10 HCN Scholarship selection process
- Begin the process of identifying internships and work placements for Grade 10 and 11 students
- Maintain and manage the alumni database

Grade 10

- Present their options and introduce them to Maia
- Conducting some personality and interest surveys
- Information on IB choice selection and university requirements, specifically for countries like Germany, The Netherlands and Canada (though this may change over time)

Grade 11

- Present to parents and students on options and potential pitfalls
- Present to students on Maia and help them become familiar with the platform
- Conduct individual student meetings discussing individual plans
- Consulting individual teachers, discuss their students strengths and weaknesses
- Working with students on Maia interface for letter of recommendation requests and organizing the process between staff and students
- Asking all leaving staff for letters of recommendation before their departure

Grade 12

- Monitoring ED, EA and RD applications, testing (as much as you possibly can), essay writing and keep an eye on those teacher letters of recommendation
- Remind students of important deadlines and uploading their applications
- Check applications before they go out
- Offer support sessions for students and help them to complete their applications
- Present to parents and students at the beginning of the academic year
- Offering help and guidance individually or through presentations on visa processes and financial aid in various different countries in April or May

Other duties

- Our college counselor is usually required to do other duties depending on their skill sets. This can include teaching up to 40% or other things like yearbook management and field trip support.

Minimum Qualification

- University degree in Education or the field taught (preferably a Master's degree)
- Experience in supporting and guiding students through the university application process
- Familiarity with the principles of IB DP and High School Graduation requirements