



College Counselor

The StoneBridge School (SBS) College Counselor will provide college admissions and career guidance support to Upper school students and parents. The College Counselor is a member of the Upper school leadership team and reports to the Upper school Principal.

Primary Responsibilities

1. Registrar
 - a. In collaboration with the Upper school leadership team:
 - i. Develop the master schedule, as well as faculty and student schedules.
 - ii. Ensure student transcripts are accurate.
 - iii. Place students in classes through Renweb.
 - iv. Maintain student records accurately and confidentially.
2. Testing
 - a. Coordinate the following each year:
 - i. PSAT (grades 8-11)
 - ii. Iowa (grades 6-10)
 - iii. AP (grades 11-12)
 - iv. PEERS (grade 12)
 - v. Entrance testing for new students
 - b. Help interpret test scores and provide meaningful guidance to parents, students, teachers, and administrators.
3. Academic
 - a. Maintain an individual 4-year plan for students in grades 8-12 to ensure graduation requirements are met.
 - b. Meet with individual students and parents to review 4- year plan, academic, and college/career goals.
 - c. In coordination with the Upper school Principal, plan for Rising 6th, 9th and 12th grade parent meeting.
 - d. In coordination with the Upper school Principal and Assistant Principal, monitor grades by reviewing report cards and progress reports. Produce Honor Roll recognition each quarter.
4. College and Career

- a. Hold comprehensive group and individual counseling sessions with students and parents regarding the college application and financial aid process.
 - b. Publicize relevant information regarding college admission preparation, scholarship and leadership opportunities, and other resources in a monthly newsletter.
 - c. Coordinate recommendation letters for college and career applications.
 - d. Serve as liaison to universities and other relevant organizations.
 - e. Coordinate college fairs and visits from college admissions representatives.
 - f. Maintain the College Counseling Handbook, ensuring it is up-to-date and accurate.
 - g. Conduct workshops on college essay writing, test-taking skills, and college application platforms.
 - h. Ensure that all school-required documents are submitted accurately and in a timely manner for each student's college applications.
5. Perform other duties as assigned.

Qualifications

- Bachelor's degree in education or related field
- 3-5 years' experience in college counseling
- Excellent verbal and written communication skills

Interested candidates should send a cover letter and resume to Amanda Lepson, Director of Human Resources at amanda.lepson@stonebridgeschool.com .