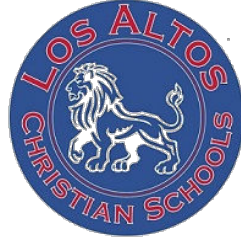


Los Altos Christian Schools  
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### Contact

Cathy Robinson- Head of Schools  
[Cathy.Robinson@lacs.com](mailto:Cathy.Robinson@lacs.com)

**Position:** High School College Counselor – Part-Time Position

**Location:** Los Altos- CA

**Reports to:** Head of Schools

### Position Summary

Los

Altos Christian Schools (LACS) is currently interviewing candidates to fill the position of a High School College Counselor. This is a part-time position and compensation will be based on an hourly basis.

### Qualifications

- Bachelor's Degree in a related field.
- Master's Degree preferred in a related field.
- Background in admissions or college counseling preferred.
- Ease and experience with Windows-based computers, internet and emails, and proficient typing abilities.
- Knowledge of relevant applications including MS Office; Naviance is a plus.
- Experience working with students with mild-moderate learning differences preferred.

### Specific Requirements

- Believes that Jesus Christ is God's Son who died for our sins, resurrected and His present ministry in Heaven for us. Has a personal relationship with Jesus Christ.
- Demonstrates a positive attitude.
- Demonstrates a sincere passion and enthusiasm for working with students.
- Maintains a respectful and professional attitude in all interactions.
- Effective use of technology.
- Demonstrates strong organization skills

### **Relationship Skills Requirements**

- Demonstrates an understanding and respect for the unique needs of students
- Demonstrates an understanding of the emotional, developmental, and psychological needs of students
- Establishes strong rapport with parents and a willingness to “meet them where they are” to solve issues effectively and successfully
- Possess strong skills in working collaboratively within the departmental team.
- Demonstrates flexibility and a willingness to deal with issues and changes to insure a positive outcome

### **Duties and Responsibilities**

- Provide educational counseling with individual students along with individualized academic planning meetings with students, parents and teachers
- Proactive counseling to include assistance in the following areas: reviewing academic progress, scholarship information, college planning, college application process and career interests.
- Provide consultation with teachers, administrators, parents on behalf of assigned students as appropriate.
- Arrange college visits and trips to local college fairs.
- Build and maintain relationships with admission professionals.
- Check and distribute documents and correspondence.
- Coordinate college event planning and implementation.
- Educate families about college admissions and financial aid or scholarship possibilities.
- Educate students on appropriate interviewing techniques, self-assessment tools, and application essay writing techniques.
- Follow up as appropriate via email, telephone, and/or Skype.
- Generate a school wide college preparation/awareness plan.
- Guide students and others in understanding and utilizing Naviance, the college admission data management system.
- Provide guidance and resources and teach tools to navigate the college search and application process.
- Guide students and their parents/guardians through the college admissions and application process.
- Handle incoming inquiries and requests and prepare written responses to routine inquiries.
- Invite college admissions officers to visit the school and meet with students.
- Maintain a strong working knowledge of colleges and universities, which includes making regular visits to colleges. Stay current on high education changes.
- Meet individually with student(s) and parents/to explore and identify appropriate college options. Communicate regularly with counselees.
- Monitor individual student progress throughout the college application process.

- Work with faculty to integrate college-related skills (i.e., essay writing, interviewing, etc.) into regular curricula.
- Provide information about testing options and preparatory classes.