



Stamford American
INTERNATIONAL SCHOOL
JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Academic and College Counsellor	Reference: 20220721
Function/Department	High School Academic and College Counseling Department	Location: Stamford
Manager Name & Title	High School Principal	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the Academic and College Counsellor is to advise students and parents through the college application process and provide guidance on their academic pathway and plans in relation to their future post-secondary goals.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third party services.

Stamford American International School is a Nursery-Grade 12 IB World School offering the American High School Diploma as well as the Middle Years Program, Diploma Program, Advanced Placement Program, BTEC Diploma and Stamford Courses.

The Academic & College Counselling reports to the High School Principal and is responsible for administering all aspects of the academic support, college search and admissions process, including the following:

- Leading the onboard of new students once they have signed with the school, assigning them to a college counsellor, course selection conversations, creating schedules, etc.
- Monitoring academic progress and meeting of graduation requirements for all individuals, in collaboration with Program Coordinators
- Educating students and parents about colleges worldwide, the college admissions process, trends, procedures, and testing; advising and supporting classes of 200 seniors (split amongst the counselling team) and families as they go through the process; and helping students and families aspire realistically and choose wisely
- Provide students with information, guidance and advocacy as they navigate their post-secondary plans worldwide; assist students' capacity for reflection, decision-making and self-advocacy.
- Meeting with 11th and 12th graders, individually and in groups, to talk about process and individual college choices
- Meet and assist students with college admissions during Military or Gap Years
- Advising 10th graders on curricular choices, as needed, and works with students to understand college admissions for different educational systems, especially aspects unique to them
- Meeting with new students and families in Grades 10-12 to discuss course choices and develop schedules



Stamford American
INTERNATIONAL SCHOOL

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- Meeting with all college admissions representatives who visit our campus or online and facilitating meetings between college representatives and our students. The College Counsellor also serves as a liaison with College admissions offices throughout the year
- Working with Registrar to maintain records and transcripts of students
- Writing an official school recommendation for assigned students. To do so, the Counsellor gathers information from parents, teachers, school records, and students themselves.
- Assisting the Director of College Counselling keeping parents informed through a weekly newsletter, social media about test dates, college events, and latest news/trends
- Keeping track of admission decisions, statistics, and data to the Director of College Counselling for reporting purposes
- Making informational presentations to parents, such as Parent University to parents of high schoolers
- Being aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: the College Board, International Association of College Admissions Counsellors (IACAC), ACT, and other organizations; representing the school at relevant conferences and events
- Maintaining and disseminating information about standardized tests such as SAT, ACT, and TOEFL, and working with the Academic Support Team to arrange for extended time on these tests, as warranted; will also be expected to support in proctoring pre-university testing
- Additional duties during specific events such as Graduation, and others as requested by the High School Principal

Position Requirements

- Excellent written and verbal communication skills
- Strong organizational ability and the ability to meet deadlines
- Experience in college admissions or high school college counseling and understanding of admissions for educational systems around the world is a major plus
- Understanding of International Baccalaureate Diploma (IBDP) and Advanced Placement (AP) preferred
- Strong interpersonal communication and organizational skill
- Familiarity with the goals, objectives, and mission of an independent college preparatory school
- Ability to respond effectively to the needs of a diverse and demanding student and parent population
- Knowledge of colleges, their academic programs, admission policies, and financial policies and procedures
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- At least three years' experience in an International environment required
- Minimum 5 years in an Academic and College Counselling role required.
- Experience advising students to various countries around the world including US, UK, Canada, Europe and Asia
- Experience in both the AP and IB systems preferred (BTEC knowledge preferred)
- Minimum Bachelor's degree or equivalent is required
- Master's degree in the relevant field preferred
- A sense of humor

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Working Conditions

- Working hours 8am to 4:30pm, Monday to Friday, (until 5:00 pm on one day per week), plus occasional staff meetings and trainings
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates)

Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from the date of commencement
- Referee request: Required
- Background Check: Required