

School Counselor

Guidance Counselor, Directly Reports to the Director of Student Support Services:

- Educate students and parents about colleges, the college admissions process, trends, procedures, and testing
- Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Counsel students regarding educational issues, such as course and program selection, class scheduling and registration, school adjustment, truancy, study habits, and career planning.
- Create and update student transcripts
- Conduct all academic guidance counseling and college advisement
- Create and coordinate student schedules
- Identify college scholarships and distribute information accordingly
- Coordinate with other schools and school staff to ensure accurate records for students
- Coordinate college visits, both on the campus of ALH and off
- Meet with college admissions representatives to ensure partnerships with as many colleges as possible
- Facilitate meetings between college representatives and ALH students
- Write an official school recommendation for each senior on the caseload
- Purchase, maintain, and share information on colleges, college guides, scholarships, financial aid, and paying for college
- Maintain and disseminate information about standardized tests such as SAT, ACT, and PSAT exams
- Plan and assist with PSAT and SAT registration
- Create an advertisement for tutoring positions and distribute it to websites and various colleges in the area
- Collect resumes and meet with candidates who have the credentials to become a part of the ALH family

Additional Guidance Counselor, Special Education Responsibilities:

- Collaborate with Special Education team to ensure that student's in Special Education are having their needs met
- Attend all Special Education meetings, including Annual Reviews, CSE meetings, etc.
- Schedule courses throughout the academic year for all students in the special education program.