UTOPIAN
ACADEMY FOR THE ARTS
HIGH SCHOOL

High School Guidance Counselor

Position Overview

We are seeking a dedicated and compassionate High School Guidance Counselor to join our team. The successful candidate will provide comprehensive academic, career, and personal counseling services to students in grades 9-12, with a strong emphasis on college and career readiness preparation. This role requires expertise in transcript management, college application processes, and post-secondary planning to ensure all students are prepared for their next steps after graduation.

Key Responsibilities

Academic Counseling & Planning

- Develop and monitor individual four-year academic plans for all assigned students
- Conduct regular academic progress reviews and implement intervention strategies
- Collaborate with teachers, parents, and administrators to address academic concerns
- Assist students with course selection, scheduling, and graduation requirements
- Coordinate credit recovery programs and alternative learning opportunities

College & Career Readiness

- Manage comprehensive transcript services, including preparation, verification, and submission to colleges, universities, and scholarship organizations
- Coordinate with registrar and administrative staff to ensure accurate and timely transcript processing for all post-secondary applications
- Guide students through college application processes, including Common Application, state university systems, and individual institutional applications
- Facilitate college and career exploration activities, including college fairs, career assessments, and workplace visits
- Provide information and assistance with standardized test registration (SAT, ACT, AP exams)
- Coordinate visits from college admissions representatives and military recruiters
- Maintain detailed records of student transcript requests and ensure compliance with FERPA regulations

Dual Enrollment Program Management

- Identify eligible students for dual enrollment opportunities and guide them through application processes for partner colleges and universities
- Coordinate dual enrollment course scheduling to ensure alignment with high school graduation requirements and student career pathways
- Facilitate communication between high school faculty, dual enrollment instructors, and partner institution advisors
- Monitor dual enrollment student progress and provide academic support as needed to ensure success in college-level coursework
- Manage dual enrollment transcript coordination, ensuring college credits are properly recorded and transferred for both high school and post-secondary records
- Conduct informational sessions for students and parents about dual enrollment benefits, requirements, and financial implications
- Collaborate with partner institutions to maintain current knowledge of course offerings, prerequisite requirements, and program changes
- Assist students in understanding how dual enrollment credits apply to their intended post-secondary programs and career goals

- Provide supervision and academic support to dual enrollment students during non-college class periods on campus.

Financial Aid & Scholarship Support

- Assist students and families with FAFSA & CSS completion and financial aid processes
- Research and disseminate scholarship opportunities to eligible students
- Coordinate scholarship application workshops and deadline tracking
- Support students in writing scholarship essays and personal statements

Personal & Social Counseling

- Provide individual and group counseling services for personal, social, and emotional issues
- Implement crisis intervention protocols and refer students to appropriate community resources
- Collaborate with school psychologists, social workers, and external mental health professionals
- Conduct classroom guidance lessons on topics such as study skills, time management, and stress reduction

Program Development & Implementation

- Develop and implement a comprehensive guidance curriculum aligned with state standards
- Organize and facilitate parent/guardian information sessions on college and career planning
- Maintain current knowledge of post-secondary trends, admission requirements, and career pathways
- Establish and maintain relationships with college admissions offices to streamline transcript submission processes

Administrative Duties

- Maintain confidential student records and documentation
- Prepare reports on student outcomes, college acceptance rates, and program effectiveness
- Participate in IEP and 504 plan meetings as needed
- Attend professional development workshops and conferences
- Oversee transcript database management and coordinate with IT support for system updates

Required Qualifications

Education and Certification

- Master's degree in School Counseling, Guidance and Counseling, or related field
- Valid state teaching certificate or school counseling license
- Completion of state-approved school counseling program

Experience and Skills

- Minimum 5 years of successful experience in educational setting preferred
- Previous experience with transcript management systems and college application processes highly preferred
- Experience coordinating dual enrollment programs or working with post-secondary partnerships preferred
- Experience working with diverse student populations

Skills and Competencies

- Proficiency with student information systems, transcript processing software, and college application platforms
- Certification in transcript evaluation or registrar training
- Knowledge of dual enrollment policies, articulation agreements, and credit transfer processes

- Experience with college and career readiness programs
- Strong knowledge of college admission requirements and processes
- Excellent written and verbal communication skills
- Cultural competency and ability to work with students from diverse backgrounds
- Crisis intervention and conflict resolution skills
- Detail-oriented approach to handling sensitive academic records and deadlines
- Proficiency in Microsoft Office Suite and Google Workspace
- Ability to maintain strict confidentiality