

**RIVER FOREST HIGH SCHOOL  
JOB DESCRIPTION**

**JOB TITLE: Guidance Counselor**

**Length of Contact:**

- Full-time position.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree required/Master's degree preferred (Education, Counseling, Ed. Leadership) or willingness to complete said license.
- School counselor, teaching, and or admin certification required.
- College Admissions/Financial Aid Experience.
- Excellent communication, planning, computer, teaching, and coordinating skills.
- Possess Leadership qualities and personal characteristics necessary to work effectively with students, teachers, administrative team, community/business leaders, and stakeholders
- Self-motivated, hard working
- Collaborator and communicator
- Creative and flexible
- Ability to get along with others / "Team Player"

**JOB PURPOSE AND RESPONSIBILITY:**

Responsible for overseeing all aspects of the College & Career Readiness (CCR) and the Graduation Pathways arena including the following:

- Collaborate with stakeholders to provide appropriate learning experiences that increase career awareness and student achievement (9-12) (included but not limited to: student and faculty field trips, internships, guest lecturers, etc.)
- Designing/coordinating lessons/programming centered on the RFMS/RFHS resource period.
- Working with the Counseling Department and Administration in developing locally created pathways.
- Educating counselors, students, and parents about colleges, the college admissions process, trends, procedures, financial aid/scholarships, and testing.
- Educating counselors, students, and parents about Career and Technical Education and post high school opportunities.
- Provide vertical articulation for all CCR and CTE activities throughout the River Forest Community School Corporation (grades 9-12).
- Advising and supporting counselors, students, and families as they go through the college research, application and selection process.
- Meeting with high school students, individually and in groups, to talk about post-secondary goals and options.

- Meeting with all college admissions representatives who visit our campus and facilitating meetings between college representatives and our students. The GPA also serves as a liaison with college admissions offices throughout the United States.
- Serving as a coordinator/liaison with the Trade Unions, to develop and promote planning and internship and entries into training opportunities.
- Serving as a coordinator/liaison with Business, Indiana Workforce Ready, to provide and coordinate internship opportunities.
- To assist counselors and administration in testing coordination and implementation.
- Work with Counseling and Administration to maintain student progress within graduation pathway route.
- To work with area schools in shared programming for CTE and CCR.
- To monitor and work with IDOE regarding CCR and Graduation Pathways.
- To work with or serve as senior class sponsor and senior class to assisting students in graduation planning and post-secondary plans.

**SKILLS:**

Responsible for implementing the College & Career Readiness program at the secondary level (grades 9-12). This position requires the GPA to be aware of and to apply knowledge of current postsecondary education methods and trends. The GPA must have the ability to coordinate projects and programs for counselors, students, and parents. The GPA must be able to communicate effectively, work with others as a team, organize and maintain records, understand and work well with technology and manage time and resources effectively and efficiently. Work requires creativity and adaptive thinking to match the program's objectives.

Posted: December 7, 2023

Closing Date: Until filled

The River Forest Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity.