

Job Description- College Counsellor

At Neev, learning is both the guiding principle and the outcome of our purpose, culture, and environment—creating a lighthouse of learning in India. Teachers plan and design learning influenced by an understanding of students' prior knowledge, identities, background, needs and context. They bridge the learning, by bringing the world into their classroom or taking the students across to an environment where they experience the learning. Thus, students construct meaning and make sense of the world through the interplay of asking, doing and thinking, leading to open, democratic classrooms. Teachers engage in cycles of inquiry, action and reflection that lead to deeper understanding and lifelong learning. Teachers meet programme requirements in accordance with the accrediting agencies. They approximately spend 60% to 70% of their time in direct instruction/contact with students and 40% to 30% in preparation, grading, feedback, meetings, vigilance, and other responsibilities.

The College counsellor will organise and oversee all aspects of the career exploration and college admissions under the guidance of the Head: Student Advancement Cell in

- Creating a culture of academic excellence and self-directed learners who take charge of their application process.
 - Achieving the SAC's mission to support all students in the areas of academic achievement, personal/social development, choices and career development
- The College Counsellor works closely with members of the Student Advancement Cell, Programme Coordinators, Teachers, and external consultants.

Reporting to: Head – Student Advancement Cell.

Overall responsibilities:

- Plan, design and provide structured career and college counselling support to all students from grade 9 to 12.
- Coordinate the internal college admissions process and external consultants.
- Consult with AD - SAC regarding department goals.
- Maintain relationships with the admission representatives and be an advocate of students at colleges and universities.
- Communicate with parents and students regarding the college admission process and have the overall responsibility for preparing and sending college applications.
- Work with faculty to integrate college-related skills (i.e., essay writing, interviewing, etc.) into regular curricula.
- Attend and contribute to SAC and programme/grade level meetings.
- General administrative duties such as maintaining databases and records of students.

- Assist in operational plans and perform related duties as assigned.
- Provide regular report to the AD: SAC on the overall programme and individual students.

Specific responsibilities:

College Counselling:

- Provide college counselling to students.
- Plan the college guidance process, and deadlines in consultation with the AD: SAC and programme coordinators.
- Plan, arrange and coordinate the college admissions visits for parents and students.
- Build and maintain relationships with admission professionals.
- Maintain up to date contact details of college admission professionals.
- Coordinate information about visits, deadlines, college fairs both internally (students and parents) externally on social media
- Guide students in understanding and using Cialfo
- Maintain relevant school records such as transcripts, report cards, high school profile
- Educate parents about the college admission process.
- Coordinate and manage online college meetings. Follow up as appropriate by email and/or Zoom/Teams
- Meet with students and parents individually and as a group to guide them through the college application process –
 - Reviewing Essays
 - Reviewing university lists
 - Coordinating with teacher's for LOR's
 - Reviewing final applications and timely submission of applications
- Monitor individual student progress through out the process
- Handle all queries by parents and students on the application process.
- Maintain a strong knowledge of colleges and universities. Stay current on high education changes.

- **Career Counselling:**

- Plan and administer group career guidance sessions
- Conduct individual and group guidance sessions to help students make informed career decisions.
- Determine appropriate, aptitude and interest assessments required to assist students in career decisions.
- Analyse and interpret career assessment results and incorporate them in career counselling sessions.
- Plan and conduct career talks and career fairs by experts.
- Develop partnerships with organisations for job shadowing for students.
- Coordinate and run all College Board Exams in schools - SAT, PSAT, NMSQT & AP Exams.

Professional Development:

- To foster own professional development through self directed professional reading, developing professional contacts, attending professional development courses and training as directed

Teacher Dispositions:

At Neev, the teacher dispositions are the foundation of how we teach, connect, and lead. Dispositions form the core of the “how”—how we think, how we treat others, and how we respond to challenges. They guide everyday decisions and behaviors, even when no one is watching. Strong dispositions create a positive, ethical, and resilient school culture.

Please click on the link below to know more about Teacher Dispositions:

[Teacher Dispositions](#)