



RICHMOND CHRISTIAN SCHOOL

## **ACADEMIC COUNSELLOR:** Grades 9 - 12

Permanent part-time. 0.6 FTE, BC Teacher certification required.

- Coordinate the new Career life education courses for grades 11 & 12 including the Capstone project
- Book, set up, advertise, organize students and schedule for the PSI (Post-Secondary Institutions) Fair and the Christian Colleges and Universities Fair.
- Know and maintain contact with our reps at all the universities to help our students navigate the inquiry and admissions process.
- AP Coordinator and is solely responsible for all AP communication, registration, exam administration, audit and access to and distribution of data. Share information about SAT and ACT registration and exam taking with students and parents.
- Follows up with all students not having the courses required to graduate
- Upload marks from all summer school and Online courses
- Prepare the materials for the Course Selection Evening and present them to parents. Meet with parents and students to advise and recommend courses.
- Schedule, advertise, set-up, meet with the university reps and communicate with students and parents the dates of upcoming visits.
- Send information about scholarships to students and parents, arrange for scholarship information sessions, and support students in completing their applications.
- For scholarships where RCS can select our nominees, inform student and parents of the Scholarship opportunity, solicit applications from students, with the principal select our nominee(s), inform the students who have applied, and communicate our selection to the Scholarship Committee
- Prepare a paper transcript for all graduated students, upon request from universities.
- Organize an interview day with all grade 12s with the business professionals.
- Attend the Counsellor Information Days at all (or as many as possible) of the local universities and keep updated on all the changing admission policies. Maintain relationships with universities in the rest of Canada to ensure we receive their information.
- All administration, registration, enrollment, and follow-up for Apprenticeship courses. This includes meeting with employers to discuss the educational program, inspecting the work-site and getting the contracts signed by employer, student, student's parents and me. This also involved meeting with parents to make sure they understand the Apprenticeship program. Enrol the student with the ITA.
- Meet with students once every two weeks to review their work logs and discuss learning and progress.
- All administration, enrolment, and follow-up for students in Work Experience courses. This includes meeting with the prospective supervisor, visiting the job site and assessing it for safety issues, help creating a learning program with the supervisor, getting feedback from the supervisor each quarter for reporting purposes.
- Meet with the student once every two weeks to review their job log and discuss their learning.
- For students applying to go to school in the United States, fill in the School Information, student information, counsellor recommendation and upload a transcript to the Common Application site for each student.