



**Title:** College and Career Counselor

**Anticipated Start Date:** August 1, 2025

**Reports to:** Assistant Head/Head of High School

### About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School (grades 1-8), Springer High School (grades 9-10, 11), Springer Diagnostic Center, and Springer Learning Center. Springer faculty and staff embrace the organization's mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

### Position Summary

The College and Career Counselor serves the students and families of Springer High School by providing a program which focuses on the major aspects of the career counseling and college planning/placement process. The College/Career Counselor works in coordination with each student, their families, and other members of the faculty, as well as with the school administration, to assist students in discovering their strengths, interests and needs, exploring career opportunities/options and finding institutions of higher learning which will meet these interests, strengths, values and needs. He/she collaborates with the team to help develop/implement a system that supports students in their exploration of career options and helps them understand the college application process. The College and Career Counselor designs and directs a program of activities to assist students with college and career planning, academic preparation for college/post-secondary education, meeting both graduation and college acceptance requirements, college searches, school and financial aid application, scholarship searches, testing, recommendations, and transition to college/career.

### Essential Functions

1. Serves as the first contact for future planning.
2. Works collaboratively with School Administration (Head of High School and Assistant Head of High School) to develop and implement a cohesive college and career program for grades 9-12.
3. Proactively creates and develops positive relationships with all members of the school community (students, teachers, families).
4. Establishes positive working relationships with colleges and universities, ensuring they are familiar with Springer High School and creating opportunities for successful admission of Springer students.
5. He/she collaborates with the team to help develop/implement a system that supports students in their exploration of career options and helps them understand the college application process.
6. Works with students and their families to understand the career alternatives available to them as well as the educational opportunities that are accessible and appropriate for each student.
7. The College/Career Counselor employs several venues to reach students and families, including individual conferences with students and families, larger group presentations in workshops, classrooms, and college visits.

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8. Maintains a resource library of print & electronic information of college/career training catalogues, college guides, scholarship information, and financial aid application.
9. Establishes and maintains college and career counseling web information.
10. Directs communication via newsletters, information packets, phone and email with students and families.
11. Collaborates with staff to deliver information, gather recommendations and meet deadlines.
12. Coordinates college visits to the school
13. Participates in local college fairs.
14. Coordinates, in collaboration with the Assistant Head of High School and Student Support Specialist, college entrance exam testing and interpretation.
15. Participates in the National Association for College Admission Counseling (NACAC) and Ohio College Counselor Association.
16. Actively monitors the climate of the school and is consistently and frequently visible in hallways, classrooms and common areas.
17. Attends weekly Student Support Team meetings.
18. Maintains confidentiality of information learned about students and shares appropriate information with school staff as needed.

#### Other Responsibilities

1. Attends important school events including staff meetings, parent-teacher conferences, orientation, Curriculum Night, commencement, Convocation, etc.
2. Advises the Head of High School and Assistant Head of High School as to program development recommendations and submits regular reports regarding the operational successes and challenges within the department.
3. Performs other work-related duties as assigned.



#### Education, Experience and Skills Required

1. Bachelor's degree required. Master's degree in School Counseling preferred.
2. 3-5 years of experience in a High School or College Counseling or Advising preferred.
3. Experience working with students with Learning Disabilities and Executive Functioning needs.
4. Strong technological skills including use of desktop publishing programs like Microsoft Office, Excel, email and database management programs such as Senior Systems "My Backpack."
5. Must possess significant knowledge in college admissions and supports.
6. Strong written, verbal, organizational, multi-tasking, problem solving, and interpersonal skills.
7. Attention to detail/accuracy, timely implementation, and quality performance.
8. Consistently exercises discretion and judgment.



**How to Apply:** Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Head of High School, Tara Willig at [twillig@springer-ld.org](mailto:twillig@springer-ld.org). The subject line of that email should reflect the position title.

*Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.*