



Escuela Campo Alegre

+58 212 993 3922 | www.ecak12.com | RIF: J-00012902-9
Final Calle La Cinta, Las Mercedes | Caracas, Venezuela

Job Title: Secondary School Counselor & College Counselor

Location: Escuela Campo Alegre, Caracas, Venezuela

Job Type: Full-Time (Begin immediately or for the school year 2025-26, August of 2025)

Reports to: School Principal/Director of Student Services

Job Summary:

The Secondary School Counselor & College Counselor plays a critical role in supporting students' academic, personal, social, and post-secondary development. This dual-role position provides guidance counseling for students in grades 6-12 while also serving as the primary college advisor, assisting students with the college exploration and application process. The counselor works closely with students, parents, faculty, and administration to foster a supportive environment that prepares students for academic success and future opportunities.

Key Responsibilities:

Academic & Personal Counseling:

- Provide academic guidance to students, including course selection, goal setting, and study strategies.
- Monitor students' academic progress and intervene as necessary to support their success.
- Offer individual and group counseling sessions to address personal, social, and emotional challenges.
- Assist students in developing time management, organization, and problem-solving skills.
- Collaborate with teachers, parents, and administrators to support student well-being.
- Conduct workshops on topics such as mental health, stress management, and conflict resolution.
- Address and support students experiencing behavioral issues, crises, or mental health concerns.
- Refer students and families to external resources as needed for additional support.

College Counseling & Career Guidance:

- Guide students through the college search and application process, including essays, interviews, and financial aid.
- Provide information on standardized testing (PSAT, SAT, ACT, etc.), college entrance requirements, and scholarships.



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- Organize college fairs, admissions visits, and career exploration events.
- Assist students with letters of recommendation and personal statement development.
- Maintain relationships with college representatives and stay updated on admission trends and policies.
- Educate students and parents on post-secondary options, including vocational training, gap years, and military service.
- Support students in exploring and securing internships or volunteer opportunities that align with their career goals.

Administrative & Schoolwide Collaboration:

- Maintain accurate student records, documentation, and reports.
- Develop and implement programs that enhance student development and success.
- Work collaboratively with faculty and staff to integrate counseling services into the school environment.
- Participate in student support meetings, Individualized Education Plans (IEPs), and 504 Plan development when necessary.
- Stay informed on counseling best practices, mental health trends, and college admissions changes through professional development.

Qualifications & Skills:

- Master's degree in School Counseling, Psychology, Education, or a related field.
- Minimum of 5 years of experience in secondary school counseling and/or college counseling.
- Strong knowledge of high school curriculum, graduation requirements, and college admissions processes.
- Excellent interpersonal, communication, and organizational skills.
- Ability to build strong relationships with students, parents, faculty, and college representatives.
- Experience using counseling software and student management systems.
- Commitment to supporting diverse student populations and promoting an inclusive school environment.

Preferred Qualifications:

- Experience working in a high school setting as both a guidance and college counselor.
- Familiarity with financial aid processes, NCAA eligibility requirements, and career readiness programs.



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- Background in social-emotional learning (SEL) and mental health counseling.

Working Conditions:

- Office setting within a school environment.
- Interaction with students, faculty, and families on a daily basis.
- Occasional evening and weekend commitments for college nights, fairs, and parent meetings.

How to Apply

Interested candidates should submit their **resume, cover letter, and references** to jeffr@ecak12.com with the subject line "**Secondary Counselor Application – [Your Name]**".

Join us in shaping the next generation of **inquisitive, internationally-minded learners!**
