

Position:	Post-Secondary Guidance Counsellor
Reports to:	Director of Student Services
Teaching Accountability:	1.0 FTE starting with the 2023-2024 school year
Term:	Continuing after a successful probationary period

STS

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

The Position

We are seeking a full-time, experienced, Post-Secondary Guidance Counsellor to oversee, guide, and direct high-achieving students applying to selective post-secondary institutions and programs in Canada and around the world. The successful candidate will have strong interpersonal and executive functioning skills to support Senior School students in Grades 9-12 to navigate towards their aspirational post-secondary plans.

Overview

The Post-Secondary Guidance Counsellor assumes an important role within STS's Student Services Department.

The successful candidate will work collaboratively with faculty colleagues to support Grade 9-12 students as they plan and manage their aspirational post-secondary and career goals. The successful candidate will have a deep understanding of the admissions process to highly selective post-secondary institutions in Canada and internationally, and also be able to support non-traditional routes to post-secondary education, including apprenticeships and gap years, as warranted.

The successful applicant will be a trusted and sought-after advisor for families, faculty, and students to ensure high levels of consistent and reliable post-secondary planning support.

The successful candidate must hold an Alberta teaching certificate or be eligible to obtain one and have training and/or experience with post-secondary counselling in a school setting. Though not necessarily pre-requisites

for this role, knowledge of, and/or training in, the International Baccalaureate Middle Years Programme (MYP) and Diploma Programme (DP) and experience working in an independent school setting are considered assets.

All faculty are expected to contribute to STS's co-curricular activities including athletic teams and demonstrate commitment to students' growth outside of the classroom.

Teachers new to STS participate in a dynamic and supportive mentorship program that includes ongoing professional development both in IB and non-IB programs.

Detailed Job Description

Core Areas of Responsibility

- Demonstrate and maintain comprehensive and current knowledge about university and college programs, entrance requirements and the admission processes in Canada, the US and abroad;
- Develop positive relationships with students and an understanding of their particular goals, interests, aspirations, experiences and competencies with respect to post-high school plans;
- Develop and maintain professional and collegial relationships with families and faculty to support student post-secondary achievement goals;
- Possess a thorough understanding of the Alberta Diploma and IB Diploma requirements as they pertain to post-secondary opportunities, and collaborate with the Assistant Head" Academics, the IB Diploma Coordinator and the Head of Senior School in communicating those to parents and students;
- Take initiative with parents and students to engage in the post-secondary process as partners and provide balanced information to help them make informed choices that best suit their needs;
- Counsel students throughout their senior school years to make informed decisions regarding their high school program and post-secondary study;
- Support the creation of accurate transcripts, supportive reference letters and other documents required for post-secondary admissions;
- Use and create websites, print resources, and other technology to support students and families with post-secondary decision-making and applications;
- Maintain accurate records of post-secondary acceptances, placements, and scholarships awarded;
- Maintain strong relationships, liaise with universities, colleges, and workplaces to coordinate and support information tours, visits and other opportunities for students;
- Maintain strong relationships with CAIS Counsellors, Counselnet (Calgary Independent School Counsellor network), and Calgary High School Counsellors and Career Practitioners;
- Support faculty members in writing appropriate reference letters for students when required for US and UK universities or scholarship consideration.
- Maintain regular communication with the Principal of the Senior School including annual professional growth plans;
- Proactively provide students and families with information about gap year opportunities and non-traditional offerings;
- Assist students and parents through the process of applying to post-secondary institutions by ensuring that all documentation is completed in a timely manner.

A diverse community where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

Experience, Skills, Technical and Behavioral Competencies

- Excellent communication and strong presentation skills;
- Strong executive functioning skills;
- Ability to maintain accurate, detailed records with respect to the admissions process;
- Exemplary professionalism in dealing with all stakeholders;
- Interpersonal skills that foster collegiality and support the pillars of STS's Strategic Plan.

Professional Development

- Demonstrate a commitment to continuous learning and reflection to refine teaching practice;
- Engage in ongoing professional learning;
- Keep current on educational research about how students learn and factors that influence students' learning and achievement;
- Ensure that skill development and technology use by students keeps pace with changing needs at the post-secondary level to ensure that students are well prepared for the next stage of their learning.

Application Instructions

Applications must contain a cover letter, your resume, the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to careers@sts.ab.ca with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.