



CROFTON HOUSE SCHOOL
EST. 1898

Post-Secondary Counsellor, Senior School
Exciting Opportunity for an Extraordinary Teacher
Full-Time, Continuing Contract
2022 - 2023

At Crofton House School, we inspire girls to discover and pursue their personal excellence from the first day of Junior Kindergarten to Grade 12 and beyond.

Bound by our belief in the power of all-girls education, Crofton House School fosters a strong sense of community among educators, staff, students and families. Here, everyone can contribute to the strength of our learning environment – including you.

Crofton House School is distinguished by extraordinary teachers who provide a collaborative, inquiry-based learning environment for students to develop their critical thinking and problem-solving skills. The teaching facilities are well equipped and offer students and teachers diverse spaces in which to learn and work. Crofton House School is currently seeking a Post-Secondary Counsellor to join the Department of Career Education/Post-Secondary Counseling to support Senior school students and their parents through the academic planning and post-secondary application processes in Canada, the United States, and abroad.

As a Post-Secondary Counsellor, you have dual responsibilities: academic advising and post-secondary guidance, with students and parents. You must have a good knowledge of independent school academic programs, and of the array of post-secondary options that are appealing to both students and parents. Further, you must have a willingness to learn the related CHS policies and protocols.

In addition to advising students about post-secondary pathways and options, the successful candidate will also be responsible for guiding a portion of Senior School students through academic planning leading to their post-secondary transition; this is done through individual meetings, family meetings, classroom teaching, workshops, and large group presentations.

Responsibilities of a CHS Teacher

- Bring a student-centred, inquiry-based and collaborative approach to the delivery of the B.C. curriculum
- Support the growth and development of individual learners through the delivery of the Crofton House School Ivy Compass and Advisory program
- Work collaboratively with teachers in the Senior School to plan, develop, and implement an extraordinary learning experience for each individual student
- Build relationships with teachers and staff across the school community
- Be an active and positive participant in the co-curricular program
- Fully engage in the CHS Teacher Professional Growth Plan

Responsibilities of a Post-Secondary Counsellor:

- Work in partnership with the Department Head, Career Education and Post-Secondary Counselling to set deliverables, timelines and accountabilities to carry out yearly strategies and initiatives

- Conduct student and parent meetings and provide counsel on students academic plans to ensure alignment with post-secondary plans
- Work collaboratively with other members of the department to provide excellent post-secondary and academic planning advice
- Conduct evening and weekend meetings with students and their parents to discuss the upcoming years course offerings and individual students plans
- Help students maintain accurate records tracking applications, acceptances, denials, scholarship offers etc.
- Provide information and support the process for external standardized tests
- Assist with student applications for scholarship and awards; write letters of recommendation, review and advise on student writing done for applications as requested
- Co-host University visits
- Support parent information nights
- Teach modules in Career Education classes in Grades 9, 10, 11 and 12
- Track admission and scholarship data
- Stay current on University requirements

Qualifications, Knowledge, Experience:

- **Essential:** B.C. Ministry of Education Certificate or Independent School Certification qualification criteria
- Relevant university qualifications (e.g. Bachelor of Education)
- Graduate degree, an asset
- Minimum of 1 year of experience in Post-secondary Planning
- A comprehensive understanding of current educational practices outlined in the BC Ministry of Education documents
- Experience in an independent school, an asset
- Understanding of Post-secondary application process in UK, US, and Canada
- Understanding of 'Standards-Based Learning/Assessment', an asset
- Understanding of career and post-secondary pathways within an independent school setting, an asset
- Committed to the craft of teaching, best practices, and standards of professional practice
- Excellent interpersonal, communication, and problem-solving skills
- Demonstrated ability to be innovative, flexible and reflective
- Strong organizational skills with excellent attention to detail
- Energy and readiness to participate in the diverse life of the School community
- A commitment to continued professional development and growth

Employment and Application Details:

Classes begin in early September 2022 following teacher orientation in late August 2022.

Employees of Crofton House School receive competitive compensation, including participation in Crofton House Pension Plan (RRSP), and generous support for professional, educational and leadership development. Please note that applicants must be able to legally work in Canada and hold a valid BC Teaching Certificate or be in the process of obtaining a valid certificate.

Apply online at www.croftonhouse.ca/careers. We will review applications as soon as they are received. Qualified applicants are encouraged to apply as soon as possible. Posting is ongoing until filled.

We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from junior kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents, and enthusiastic students. Collaborative, student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers