



Academic Counsellor, Grade 10 and 11

Full-Time, Indefinite Term

Established in 1891, Ashbury College is a leading independent school for boys and girls, Grades 4 to 12. Promoting academic excellence, community participation, character development, personal growth, and international engagement, our Ottawa based school attracts students from across the region and Canada, as well as over 60 countries.

Entrance to their universities of choice is an academic goal for many Ashbury families. Ashbury College has had a 100% university placement rate over the last 16 years. Over the past 5 years, 83% of our graduates were admitted to their first-choice university.

Working within our University Admissions Department, and as part of the larger Student Services Department, the Academic Counsellor will be part of an exciting opportunity to design a foundational post-secondary pathway program for our Grade 10 and 11 students towards thoroughly preparing them for the university admissions process in Grade 12 and life beyond Ashbury College. Your responsibilities will include:

- Counsel Grade 10 and 11 students and families on post-secondary pathway choices,
- Assist students in their Grade 10 and 11 (non-IB) course selections,
- Provide ongoing one-on-one counselling for students and families to address specific academic concerns and questions,
- Provide presentations and workshops for students and the community relating to the development of informed decision-making around post-secondary pathway choices.
- Confer with parents, teachers, administrators and other professionals to discuss student academic concerns, program choices, and to determine approaches in resolving problems or determine resource needs,
- Maintain accurate and complete student records in accordance with legislation, regulations and policies,
- Support new student transition into Ashbury College and ensure that they are integrating in all aspects of school life,

- Teach up to two Senior School courses.

We'd like to hear from you if you are OCT certified (or equivalent Teaching Degree), have your Guidance Specialist Additional Qualifications or equivalent experience, and/or a master's degree in student counselling / career counselling, and have at least 3 years of career and post-secondary counselling at the senior school level. You also demonstrate:

- A track record of proven accomplishments in a broad range of student support activities, ideally in independent and IB schools,
- Demonstrated knowledge of all applicable policies and standards regarding Ministry and IB accreditation,
- Demonstrated knowledge of post-secondary pathway counselling,
- Superior communication and interpersonal skills,
- Demonstrated initiative and success in developing and cultivating student centered programs,
- Innovative classroom teaching approaches including the involvement of community resources,
- Ability to successfully attend to multiple priorities in a deadline-oriented environment
- A commitment to confidentiality, working collaboratively, and projecting professionalism.

Please e-mail your resume with a brief description of why you think you would be a great fit with Ashbury College to hr@ashbury.ca, and please quote "Academic Counsellor" in the subject line. We need to receive your application by no later than March 22, 2019.

Thank you for your interest in Ashbury College. For more information about the College, please visit us at www.ashbury.ca

Ashbury College is committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs. Please let us know by e-mail to hr@ashbury.ca, or by calling the College at 613-749-9630 and ask to speak with Human Resources.