



**Qualifications:**

**Required knowledge, skills, and abilities:**

- Outstanding verbal and written communication skills
- Highly motivated to remain current with trends & new policies related to college admissions
- Eagerness to be part of the administrative team for Thomas MacLaren School

**Education:** Master’s degree or higher in School Counseling;  
 School Counseling License or Endorsement Required

**Experience:** Experience as college counselor preferred.

**Physical Requirements of this position include:**

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE	x		
DRIVING		x	
WALKING/Uneven Surfaces	x		
WORKING ALONE		x	
WORK WITH OTHERS			x
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.	x		
TRAVEL:			
Local		x	
National	x		
<i>OPERATING MACHINERY:</i>			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

**I have read this job description and understand that it may change at the Board's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.**

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Date