



## School Counselor

*Hiring for 2026-2027 School Year, 12-month position*

Boca Prep International School is seeking a School Counselor to join our team. The ideal candidate should be someone who prioritizes the overall well-being and social-emotional nature of every student while promoting the development of young people to contribute proactively to the ongoing work towards a better world.

Founded in 1997, [Boca Prep](#) has been providing a student-centered, college-preparatory, International Baccalaureate (IB) education for students in preschool through 12th grade as an independent school. The school was IB authorized in 2009 and became an IB World School in 2016, offering all three programs of the International Baccalaureate, as well as extracurricular activities, community service, performance programs, and the performing arts, all emphasized alongside the highest expectations for academic engagement and attainment. With over 50 countries represented in our student body, Boca Prep has developed its own community with an international perspective. With small class sizes and an experienced, caring faculty, we help students become lifelong learners and global citizens.

Boca Prep is an [International Education Systems](#) (IES) school. Students and faculty from IES schools are members of a worldwide network of international schools that collaborate, share expertise, and facilitate cultural and linguistic exchanges. IES schools focus on the individual student through small classes, mentoring, and a personalized learning system. IES schools stress internationalism, whether through IB programmes or national programmes that include an emphasis on internationalism, privilege language learning as a key skill in a globalized world, promote academic rigor, stress the development of character, self-discipline, and learning how to learn, and are flexible about the distinctive needs of the different societies and communities that they serve.

### **The position of the School Counselor:**

The counselor is responsible for the overall social and emotional well-being and success of all students. The tasks under this role include, but are not limited to:

#### **School Counselor**

- Provide short-term, solution-focused counseling to students and families seeking support.
- Understand and be guided by the ASCA Ethical Standards for School Counselors.
- Provide crisis intervention, including assessment and clinical support during emergencies (e.g., risk of harm to self or others, mandated reporting situations).
- Provide regularly scheduled in-class guidance lessons for all grade levels, as appropriate.
- Request and review current student accommodations and IEP plans, and communicate accommodations to all teachers.

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**Boca Prep International School**

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- Set regular meetings to monitor student behavior, convene the student support team, and communicate with the student's family.
- Participate in meetings with faculty to support students who exhibit social-emotional behavioral issues or whose enrollment status may be in jeopardy.
- Provide conflict mediation between students, faculty, and parents for specific issues, as appropriate.
- Collaborate with divisional leadership to host restorative circles.
- Facilitate group counseling sessions that are responsive to students' needs.
- Provide faculty consultation and student observations.
- Meet with students of concern as needed. Document the meeting, follow up with parents, and inform school administrators and faculty of all student concerns as necessary.
- Manage and document counseling cases with professionalism and confidentiality, including follow-ups and case notes.
- Offer referrals and coordinate access to outside mental health professionals and community-based resources, based on counselor assessment and family needs.
- Other duties as assigned.

### **College Counselor**

- Own all aspects of the college counseling process for Boca Prep students, including, but not limited to:
  - Assist students with finalizing college applications prior to the early action/early decision deadline of senior year.
  - Hold regular workshops to help seniors have a successful college transition.
  - Assist students with registering for College Board tests.
  - Stay abreast of trends related to college admissions by attending webinars, counselor calls, counselor fly-ins, conferences, and other professional development opportunities.
  - Support students with their college applications, including their college essays.
  - Write letters of recommendation for students as needed.
  - Host parent workshops/seminars to explain the college admissions process.
  - Schedule and coordinate on-site college visits at Boca Prep, and advocate for Boca Prep students with college admissions officers during university visits.
  - Maintain a spreadsheet of all seniors from January to graduation, and bring forward any concerns about progress to the administration.
  - Teach up to two sections as needed.

### **School Registrar**

- The school registrar will be responsible for maintaining all student transcripts and records, as well as data entry. The tasks under this role include, but are not limited to:
  - Conduct enrollment verification (course audits under state standards).
  - Register all new students and maintain registration records on all current students.
  - Conduct student registration meetings to develop course requests for master scheduling.

- Ensure that all students have completed the expected coursework upon enrollment and that current students are progressing along the expected course trajectory.
- Communicate with new families if their child requires additional coursework prior to being admitted to Boca Prep.
- Maintain all student academic records/cumulative folders.
- Prepare and distribute progress reports and report cards to families by specified dates.
- Process transcripts upon request.
- Complete school transfer and withdrawal requests.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in school counseling, psychology, guidance, education, or a related field. *Master's degree preferred.*
- Three years of successful school counseling experience in an independent school setting. *IB experience preferred.*
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school.
- Effective collaborator with the ability to thrive in a one-person counseling team.
- Proficiency with educational software and technology, including knowledge of Google Suite.
- Demonstrates a genuine interest in actively participating in the wider Boca Prep community beyond regular school hours.
- Big-picture thinker with a keen eye for detail.
- Ability, willingness, and judgment to interact and communicate effectively and positively with all constituents in a school environment.
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed.
- Exhibits a high level of professionalism, respectful collaboration, and exemplary personal behavior both on and off campus.
- Possesses the discretion, communication skills, and interpersonal awareness to engage positively with all members of the school community.
- Capable of navigating the dynamic nature of a school setting with flexibility and a readiness to adjust as circumstances evolve.
- Shows passion and dedication to supporting the School's mission and vision.
- Commitment to continuous professional growth and development.
- Willingness to be involved in the life of the school.
- Proficiency in the Google Suite (Docs, Sheets, Drive, etc.) is required.
- Excellent verbal, written, and presentation communication skills.
- Preferred: Bilingual or multilingual abilities.

The compensation package includes a full range of employee benefits. Boca Prep provides a competitive salary aligned with an individual's experience and qualifications. Qualified candidates should send a resume/CV, a letter of interest, and salary expectations to Chuck Maddox, Head of School: [chuck.maddox@iesmail.com](mailto:chuck.maddox@iesmail.com)