



# JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

## Academic and College Counselor Temporary Hourly Role

**Reports To:** Director of Counseling

**Job Status:** 30-40-hour per week Temp Hourly Role: Aug–Nov (TBD)

**Salary Information:** Hourly rate is expected to be between \$30 to \$35 per hour commensurate with experience. This is a Temp role while an existing employee is on maternity leave. This position is not eligible for benefits.

**Description:** JSerra Catholic High School is looking for an exceptional school counselor for the fall 2020-2021 school year. Utilizing leadership, advocacy, and collaboration, the school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic, college, career, personal, and social development for all students.

### Responsibilities

- Provides academic and college planning support for 9 – 12<sup>th</sup> grade students and their families
- Advises students with course selection as it pertains to student interests, goals, and ability
- Assists students and their families to successfully navigate the college admissions process
- Analyzes transcripts and assists with academic planning to ensure successful completion of graduation requirements
- Monitors students' academic progress, graduation requirements, and follows up with summer school needs
- Writes letters of recommendation for scholarship and college applications
- Meets with assigned students and identifies, monitors, and intervenes with students who, due to academic, discipline, or personal problems, are at risk of failure
- Consults, collaborates, and communicates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs
- Serves as an advocate for students when meeting with academic committees
- Attends important school events including open houses, registration nights, and other activities as required
- Schedules college visits and will support annual College Fair, and updates scholarships, internships, and summer programs.
- Attends to administrative assignments or responsibilities specified by the Director of Counseling

### Knowledge, Skills, and Abilities

- Have demonstrated effectiveness in teaching, leadership, and administration
- Have an in-depth knowledge of curriculum as it pertains to current college admissions policies
- Be skilled in computer applications as they pertain to counseling documentation
- Be highly motivated with strong organizational, problem solving, and oral/written communication skills
- Possess a disposition toward a team approach to administration, faculty, parents & students

### Education & Experience

- Bachelor's degree in related field required
- Master's degree in School Counseling or related field is highly preferred
- Hold or be near completion of earning a Pupil Personnel Services Credential
- Have at least three years of high school college counseling experience

## Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff

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## HOW TO APPLY

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to [employment@jserra.org](mailto:employment@jserra.org) that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment\*** ([https://www.jserra.org/uploaded/About\\_Us/HR/Job\\_Application.pdf](https://www.jserra.org/uploaded/About_Us/HR/Job_Application.pdf))
- Essay – Provide a maximum one page typed response to the following:

"Having reflected on JSerra's Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra's values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school's mission".

### **For teaching positions, applicants must also provide:**

- *Letters of recommendation from current (preferred) or previous supervisors (minimum of two)*
- *College transcripts*

*\*You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.*

**Please ensure that complete applicant packages are emailed to [employment@jserra.org](mailto:employment@jserra.org) in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.**

JSerra Catholic High School is a religious 501(c)(3) organization