



## High School Counselor

**Reports to:** Director of Counseling

**Job Status:** 12-month, Full-Time, exempt

**Salary Information:** Salary will be commensurate with experience

**Description:** JSerra Catholic High School is seeking an exceptional High School Academic & College Counselor for the 2022-2023 school year. Utilizing leadership, advocacy, and collaboration, the school counselor promotes student success, provides preventive services, and identifies and responds to student needs by implementing a comprehensive school counseling program that addresses academic, college, career, personal, and social development for all students. Qualified candidates must enjoy working with high school-aged students and their families.

### Responsibilities

- Provide academic and college planning support for 9 – 12<sup>th</sup> grade students and their families
- Advise students with course selection as it pertains to student interests, goals, and abilities
- Assist students and their families to successfully navigate the college admissions process
- Analyze transcripts and assist with academic planning to ensure successful completion of graduation requirements
- Monitor student academic progress, graduation requirements, and follow-up with summer school needs
- Compose and write letters of recommendation for student scholarship and college applications
- Meet with assigned students and monitor, identify and intervene with students who encounter academic, discipline, or personal challenges or issues or are at risk of failure
- Consult, collaborate, and communicate effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs
- Serve as an advocate for students when meeting with academic committees
- Attend open houses, registration nights, weekly counseling meetings, staff development trainings and weekly meetings, as well as other activities as required by administration
- Address and complete administrative assignments, tasks and responsibilities as assigned and at the request of the Director of College Counseling

### Knowledge, Skills, and Abilities

- Have the ability to effectively communicate in a one-on-one, small group and public presentation setting complex concepts to that can be grasped by students, parents and staff
- 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 and appropriate record keeping
- Advanced computer proficiency with Microsoft Suite (Word, Excel, Power Point, Outlook required)
- Candidate must possess strong interpersonal as well as verbal & written communication skills
- Strong time management, organizational, and administrative skills needed
- 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
- Have at least three years of prior experience in a high school or college counseling role
- Hold or be near completion of earning a Pupil Personnel Services Credential

## Special Qualities & Characteristics

- Passionate and supportive of 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 Catholic Church
- Strong initiative with desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff

*The above is intended to describe the general content of and requirements for this job. It is not to be construed as an exhaustive statement of duties or responsibilities.*

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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 **Employment Application**: (link: [www.jserra.org/employmentapp](http://www.jserra.org/employmentapp))
- 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**