

**Reports to:** Guidance & College Counseling Director

**Job Classification:** Exempt

**Work Year:** Academic

**Pay Scale:** Faculty

## **JOB SUMMARY**

The primary role of the Guidance Counselor is to serve as a resource and advocate for students, to help them achieve academic, personal/social, and college/career success. In addition, the Guidance Counselor works as a member of the Guidance and Counseling Department staff to help develop and deliver a comprehensive counseling program for students, with specific responsibilities for students in grades ten through twelve in the area of academic guidance, preparation for college, and navigating the college admissions process.

## **ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES**

- Create and maintain confidential files and records for a caseload of approximately 180 students, including parent communications, testing, and grades, as well as grade-appropriate college preparation
- Develop, deliver, evaluate, and revise a planned sequential and developmentally appropriate school counseling curriculum to include lessons in academic success, career awareness and planning, and personal/social growth and understanding
- Determine academic problem areas, and assist students and families in developing remedial strategies
- Facilitate course selection and scheduling for all students in caseload
- Assist students with the college counseling process:
  - Work in a team to develop a counseling curriculum that promotes health and wellness
  - Advise students on how to complete college applications and mid-year reports
  - Assist with information regarding testing, financial aid and forms for college athletic programs
  - Write college letters of recommendation (approximately 60 letters per year)
  - Complete all School Report and mid-year report forms requested by colleges
  - Contact colleges and representatives on behalf of students
- Participate in the planning and execution of parent educational evenings over the course of the school year
- Provide support for parents regarding family issues, personal concerns about students, and college and academic guidance
  - Make referrals to appropriate agencies when necessary

- Participate in personal and college counseling workshops and seminars to update and foster professional growth
- Meet with college admissions representatives who visit campus and facilitate meetings between college representatives and students
- Serve as a resource person when needed for administration, faculty, and committees
- Attend all Guidance and Counseling Department meetings, as well as in-services
- Assist with drop-in students and parents in the Counseling Center
- Maintain active membership in professional college admissions associations

## **MINIMUM REQUIREMENTS**

### **Experience and Skills**

- Prior experience working as a counselor in a high school setting
- Ability to communicate effectively orally and in writing
- Proven ability to report to work on a regular and punctual basis
- Knowledge and implementation of relevant technology for classroom instruction and student learning
- Ability to work collaboratively
- Meet professional teacher education requirements of school, diocese, and state

### **Educational Requirements**

- Bachelor's degree from an accredited institution
- Candidates with a Master's in Counseling and PPS credential will be given priority

### **Behavioral Job Attributes**

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities
- Positive attitude: optimistic, flexible, and passionate about helping all students reach their potential

### **Physical Requirements**

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Saint Francis High School is an Equal Opportunity Employer.*