

Reports to:	Director of Guidance and College Counseling		
Job Classification:	Exempt	Work Year:	Faculty
		Pay Scale:	Faculty

JOB SUMMARY

The primary role of the Freshman 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 Freshman Guidance Counselor works as a member of the Guidance and College Counseling Department staff to help develop and deliver a comprehensive counseling program for students, with specific responsibilities for students in grades nine in the area of academic and social-emotional adjustment to high school, academic planning, and preparing students for career and college goals.

ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

- Create and maintain confidential files and records for a caseload of freshman 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 and planning, as well as 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 freshman students with high school adjustment.
 - Work in a team to develop a counseling curriculum that promotes health and wellness for developing teenagers.
 - Work with academic department chairs to implement the counseling curriculum.
 - Meet with students in groups and individually to discuss strategies for adjusting to high school.
 - Provide support for students and parents on typical adolescent issues
- Introduce students to the college counseling process.
- 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 our students.
- Serve as a resource person when needed for administration, faculty and committees.

- Attend all department meetings and faculty in-service programming.
- Assist with drop-in students and parents in the Counseling center.

MINIMUM REQUIREMENTS

Experience and Skills

- Prior experience working as a counselor or social worker in a high school setting

Educational Requirements

- Bachelor's degree from an accredited institution
- Candidates with a master's degree in counseling or social work 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

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.

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