



Director of School Counseling Job Description

Employees of Central Catholic High School are committed to making the school's vision for success a reality in the day to day applications of their vocation,

Central Catholic is the most desired high school. Central Catholic offers a rigorous education rooted in equity, collaboration, and a Catholic worldview. Central Catholic provides robust opportunities in an inclusive and supportive community. Central Catholic develops critical thinkers who are the best version of themselves, prepared for where their gifts meet the world.

All employees at Central Catholic high school are committed to developing students who are relational and responsible, faithful and just, academically excellent, and healthy and balanced. It is the responsibility of all faculty and staff to help develop Central Catholic students into people of character.

It is every employees' responsibility to contribute to creating a positive and collaborative school culture and to actively engage in the life of the school beyond the classroom. All faculty and staff are responsible for nurturing relationships with our partner Archdiocesan Catholic elementary schools to help achieve vertical alignment, to share resources, and to foster collaborative relationships.

COUNSELING DEPARTMENT PURPOSE:

The counseling program is an integral component of Central Catholic's mission, supporting the academic, spiritual, personal, and social/emotional growth of each student. The program utilizes individual relationships to maximize the development of each student's potential. The ultimate goal of the program is that each graduate will be prepared to successfully transition to college and beyond. Academic Counseling, Personal Counseling, and College Counseling are all offered to our students.

ESSENTIAL JOB FUNCTIONS:

As the Director of School Counseling in a Catholic School, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities are developed.

The primary responsibility of the Director of School Counseling is to support the development and implementation of school counseling programs based upon the identified needs of the students

- **The Director of School Counseling provide leadership to ensure:**
 1. implementation of the school counseling program at the school

2. integration of school counseling programs with the total educational curriculum of the school
 3. hiring of qualified, diverse school counselors
 4. individual and group supervision to school counselors in practice
 5. a school counselor performance appraisal process aligned with the appropriate role of the school counselor
- **The Director of School Counseling advocates for:**
 1. students' needs, based on school data
 2. the elimination of barriers to access and equity to a rigorous education for all students
 3. equity in policies and procedures that have an impact on students
 4. policies supporting the implementation of school counseling programs for all students
 5. school counselors to participate in school leadership team
 6. programs and services leading to student success and achievement with school staff members, parents, and the community.
 7. A student-to-school-counselor ratio of 225:1
 8. school counselors to spend 80 percent or more of their time in direct and indirect services to students as defined by the ASCA National Model
 - **The Director of School Counseling collaborates with:**
 1. school counselors to assess the professional development needs of school counselors in the school
 2. adult learning experts to ensure regularly scheduled professional development, consultation and supervision for the continuous improvement of the school counseling program
 3. administration, school staff, and community members leadership teams
 4. school and community officials regarding crisis response efforts
 5. school counselor educators to ensure school counseling training and preparation is founded on school counseling programs and emphasizes the school counselor's role as educational leader, advocate, collaborator and systemic change agent
 6. The Director of College, Life and Career Counseling to support in the supervision of school counseling interns/fieldwork students
 7. education stakeholders to provide information about the benefits of a K-12 school counseling programs in Catholic schools
 8. school counselor professional associations to encourage membership and involvement

OTHER JOB RESPONSIBILITIES:

- Be available for evening and weekend events throughout the school year.
- Attend all faculty, parent, and other teaching-related meetings as assigned by the Principal.
- Assist with the supervision of student activities, assemblies, liturgies, and other student events as assigned.
- Apply interpersonal communication techniques.
- Understand and accept individual differences.
- Effectively communicate and maintain appropriate confidential, professional, and cooperative relationships with colleagues, students and families, and professional

- colleagues outside Central Catholic.
- Engage public speaking skills when presenting to students, staff, and parents
 - Learn and utilize school-wide learning and management systems including PowerSchool, Canvas, and Naviance
 - Promote understanding and acceptance of cultural diversity among students.
 - Support and create community outreach opportunities; such as providing workshops and speaking at conferences
 - Work with local middle schools and the Dean of Student Life at Central Catholic High School to create character connections.
 - Create and encourage department goals to create and implement a summer school program accessible to multiple grade levels.

QUALIFICATIONS

- Masters degree or higher in School Counseling
- Maintain licensure and certifications through the State and other certified agencies.
- Maintain first aid and CPR training.
- Maintain all required safety training: ALICE, CASE, etc.

BENEFITS:

Central Catholic is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental, and Vision coverage for the employee at no cost
- Option to Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Personal Days and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Tuition Remission for Central Catholic High School
- Employee Assistance Program

Compensation: Commensurate with experience

Hours: Full-time, 205 day contract

Start Date: August 17, 2022

Position open until filled

TO APPLY: Qualified applicants may submit an [Archdiocesan application](#), cover letter, and resume as well as attach three letters of reference to DeAndre Smith in the main office at dsmith@centralcatholichigh.org