



Personal/Academic School Counselor 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 a school counselor, 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.
- Maintain current knowledge of the intellectual, emotional, social, and physical development of adolescents.
- 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.
- Remain knowledgeable of The ASCA National Model: A Framework for School Counseling Programs, ASCA National Standards, ASCA School Counselor Competencies and ASCA School Counselor Performance Standards.
- Provide solution-focused, short-term counseling to students to help them identify and address challenges.
- Provide academic counseling and support to students.
- Manage and support students across grade levels, in order to address issues such as academic performance, social skills, self-esteem, attendance, self-advocacy, problem-solving, motivation, and mental health issues (including anxiety, depression, etc.), while monitoring overall experiences at school.
- Support students developing decision-making, problem-solving and other skills and awareness of their own feelings, attitudes, and values as they intersect with their school life.
- Assess safety and risk to students and make appropriate referrals.
- Work collaboratively with the Student Intervention Team to collect data to suggest interventions, and provide referrals for educational testing and mental health needs.
- Support transfer students and ninth graders in their transition and integration to high school.
- Coordinate and facilitate team meetings with stakeholders.
- Work with the Director of Student Support and faculty to understand and address student needs during and after long-term absences.
- Serve as a resource to faculty, staff, coaches, and Student Support teachers in the areas of how to work with students needing academic, emotional, and behavioral support.
- Provide teacher advisory support and curriculum, workshops, and small group offerings.
- Support students in receiving Call to Protect training.
- Consult with and provide programming for parents on topics of interest including adolescent development, issues affecting teens, and Central Catholic offerings.
- Work with administration to coordinate student support in times of crisis.
- Promote understanding and acceptance of cultural diversity among students.
- 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.

ACADEMIC COMMUNICATIONS SUPPORT

- Support and create community outreach opportunities; such as providing workshops and speaking at conferences
- Actively engage in and contribute to the Catholic Schools Counseling Consortium

- Work with local middle schools and the Dean of Student Life at Central Catholic High School to create character connections.
- Support department goals to create and implement a summer school program accessible to multiple grade levels.

QUALIFICATIONS

- Maintain licensure and certifications through the State and other certified agencies.
- Maintain first aid and CPR training.
- Maintain all required safety training: lockdown, 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, 198 day contract plus 6 extra contract days.

Start Date: A Soon As Possible

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