



# ST. IGNATIUS COLLEGE PREPARATORY

## Director of Counseling

**STATUS:** Exempt, Full time

**REPORTS TO:** Principal

and/or Assistant Principal for Academics

### **MISSION STATEMENT:**

*St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.*

### **PRIMARY ROLE:**

To oversee, supervise, and evaluate Counseling Department personnel and programs, including the Personal/Academic Counselors, College Counselors, Wellness Counselors, and Counseling Dept. Coordinator. The Director of Guidance provides vision and direction for the Counseling Department, meeting the diverse needs of our current students as well as anticipating and addressing future changes and advancements in the field.

### **ROLES AND RESPONSIBILITIES:**

#### **Management**

- Manage the Counseling Department, including supervision, evaluation, and mentoring of department members.
- Facilitate communication between Personal/Academic Counselors, College Counselors, and Wellness Counselors.
- Organize and lead weekly department meetings and level meetings.
- Facilitate communication between parents, faculty, administrators, and counseling department members.
- Coordinate counseling loads, assigning individual students to specific personal/academic and college counselors.

- Review and evaluate programs and procedures offered by the department, updating them with current information and materials.
- Prepare and submit annual department budget and monitor spending; authorize the dispensing of funds for the department and the purchase of all materials.
- Monitor department correspondence.
- Consult with the Assistant Principal for Academics on selection of new members of the department, retention of current members, and assigning of mentors to new counselors.
- Work with the Assistant Principal for Academics to facilitate on-going professional development opportunities for members of the department.
- Maintain Counseling Department website, including delegating responsibilities to update.
- Coordinate presentation dates with the Calendar Committee.
- As needed, delegate responsibilities, such as specialized projects, initiatives or community outreach, to counseling department members.

### **Personal/Academic, College, Wellness**

- Oversee personal/academic counselors' scheduling of courses and maintenance of key information on student information system (PowerSchool).
- Consult with personal/academic counselors and teachers on academic accommodations students require for medical and/or other reasons.
- Monitor personal/academic counselors' work with students on academic probation.
- Oversee college counselors' administration of college search and application process.
- Attend and support student presentations and parent evening events as needed.
- Oversee the scheduling and coordination of visits from college representatives, financial aid night, and other college-related functions.
- Manage all programs and personnel related to Wellness, including assessment of students for risk-related behavior, overseeing referrals, assist with parent speaker series, and other issues as needed.
- Provide liaison with other schools/professional organizations/therapists.
- Participate in the co-curricular and Campus Ministry areas of the school.

### **School Administration**

- Hold weekly meetings with Principal and AP of Academics to ensure student support services are in place for students in need
- Run the Crisis Team in the event of a school crisis
- Serve on Principal's Staff of Directors and attend regular meetings

- Regularly meet with the Director of Equity and Inclusion and the Director of Center for Academics and Targeted Support (CATS) to coordinate support for and raise awareness of the diverse needs of students
- Consult with the Administrative team as needed to ensure issues of student wellbeing are being addressed.

### **The Ideal Candidate:**

- Has high school administrative and supervision experience
- Demonstrates a commitment to anti-bias and equity work and understands both culturally responsive pedagogy and the social justice dimensions of education and mental health
- Has exceptional communication skills, both written and oral, and experience with data analytics
- Has experience with restorative justice practices
- Has time management and organizational skills
- Has familiarity and experience with Jesuit and Catholic education
- Knowledge and experience with methods & procedures of diagnosis and referral for issues related to adolescent behavior and development
- Possesses the basic knowledge of and comfort with mental health issues
- Is familiar with the college counseling timeline and procedures
- Has outstanding interpersonal skills – i.e. with faculty, students, parents, outside organizations and individuals
- Ability to create and meet department budget
- Possesses facilitation and presentation skills
- Has experience with or desire to learn website maintenance and new software
- flexible, empathetic

### **EDUCATION / EXPERIENCE REQUIRED:**

#### **Minimum Qualifications/Education Requirements:**

- Master's degree in Education/Counseling
- Credential (PPSC), license (MFT, LCSW, PsyD, PhD, LPCC) preferred
- Minimum five years' experience counseling/teaching experience
- Combination of education, experience, and training that provides the required knowledge, skills and abilities required.

### **HOW TO APPLY:**

We encourage all interested applicants to apply online by sending a resume, a cover letter, and contact information for three references to [resumes@siprep.org](mailto:resumes@siprep.org) by April 19, 2021.

*In the cover letter, please include the following:*

- Briefly describe your philosophy on high school counseling.
- Describe 1-2 concrete ways you've implemented culturally responsive practices in your work.

Pre-employment background screening is required for all positions.

*St. Ignatius College Preparatory is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*

*Consistent with its obligations under the law, St. Ignatius College Preparatory will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of employee's job.*