



Position: Guidance and College Counselor  
Posted: January 22, 2019  
Closes: Until Filled  
Start Date: August 1, 2019

Guidance and College Counselor  
Exempt Position  
1.0 FTE  
7:00am-3:30pm

Counseling Ministry exists to:

- Act as student advocate and catalyst for positive change.
- Be responsible for student records, schedules, tests and transcripts.
- Provide students guidance with personal and education goals.

The Counselors will:

- Assist students in setting realistic goals based on grades, test results and their personal profile.
- Facilitate parent conferences for teachers, students and parents to improve grades.
- Administer and interpret tests to assess academic and vocational interests.
- Counsel students with issues such as parent/teen conflict, drug use, peer pressure, social skills, etc.
- Make appropriate referrals to outside sources for intervention testing, etc.

Specific Tasks and Responsibilities:

- Work with the Vice Principal to ensure that students meet graduation requirements for high school and college.
- Provide college/career counseling for each junior and senior.
- Present “Parent Night” information regarding college admissions and financial aid for each grade level.
- Provide scholarship information to students.
- Act as a liaison with university recruiters and admissions offices.
- Keep parents and students informed of college information via the parent newsletter, website, daily bulletin, etc.
- Direct the test day for the PSAT and Pre ACT tests.
- Administer the placement Exam for admissions to 8<sup>th</sup> graders.

- Be available to students on an appointment basis for guidance counseling.
- Meet with each new student individually.
- Serve as a liaison between schools as well as other human services.
- Follow the teacher calendar with additional days as specified.
- Stay current with AMHS technology in addition to college application software (ie: Naviance, Power School, etc.)

Application Process: To apply, complete the Seattle Archdiocese Employment Application "Catholic Schools Employment On-line Application" on the Seattle Archdiocese website:

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1> <http://www.secelebrateandlive.org/employment.php>

Submit the above-mentioned application, along with a cover letter and resume to: [mknox@am-hs.org](mailto:mknox@am-hs.org)

or mail to:

Mary Knox, Controller/HR  
 Archbishop Murphy High School  
 12911 39th Avenue SE  
 Everett, WA 98208

### Our Mission

*Archbishop Thomas J. Murphy High School is a Catholic, college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy High School nurtures the full development of the gifts that God has given to each student, fosters service as an outgrowth of faith, and values diversity. Working with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christlike leadership for the transformation of the world.*

*Located in south Everett Washington, Archbishop Murphy High School is a private Catholic high school known for its faith-filled community, academic excellence focusing on college preparation, active student involvement through Christian service, exceptional athletic programs and a variety of performing arts programs, clubs and activities. We offer a safe, supportive environment with small class sizes and individual attention.*

*Archbishop Murphy High School recruiting practices are designed to attract, hire and retain teachers, staff, and administrators who come from diverse racial, ethnic, cultural and physically challenged populations. In keeping with its mission of providing a Catholic education, preference in hiring will be given to practicing Catholics.*