



### **About Archbishop Riordan High School**

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

### **Wellness and Support Counselor Position**

#### **Under the direct supervision of the Director of Counseling, the Wellness and Support Counselor will:**

- Meet individually with assigned students on a regular basis to assist them in establishing academic and personal goals and evaluating their overall performance in school and well-being.
- Counsel students regarding issues that arise in relation to academic, personal and social needs, and serve as a resource in assisting students and families in recommending outside referral agencies as deemed appropriate.
- Respond to student crises in a timely and efficient manner.
- Facilitate communication with students, parents, teachers and administrators to promote the optimal educational achievement and personal development of the student.
- Provide individual and small group interventions for identified students.
- Monitor and assist students on academic and behavioral probation/ineligibility. Meet with families when needed.
- Collaborate with other certificated personnel and community agencies as needed to resolve student problems.
- Oversee specialized Wellness Program and/or mental health curriculum based on the need of the department.
- Evaluate and maintain student records and input notes into school database (PowerSchool).
- Regularly consult and collaborate with all members of the Counseling Department to best support needs of students and families.
- Provide crisis intervention support when needed.
- Serve as a source of information for the student with respect to the school, home, and community.
- Present at evening presentations, student orientation, and faculty meetings as needed,
- Maintain professional competency through participation in workshops and in-service training conferences provided by the school, counseling department and in self-directed professional growth activities.
- Assist administration as needed in providing supervision and/or representing the school at various extracurricular school and/or community events and activities.
- Other duties as assigned by Director of Counseling and/or Administration.

**Qualifications:**

- Bachelor of Arts or Bachelor of Science
- MFT preferred and/or Masters of Counseling with Pupil Personnel Services Credential (PPS)
- Mental Health experience with teenagers
- Interest in working with socio-economic and ethnically diverse students and families
- Demonstrate experience in supporting the intellectual, social and emotional growth of students
- Collaborative team player with strong communication skills
- Experience working with international students preferred
- Understanding of the mission and values of Archbishop Riordan High School and the Archdiocese of San Francisco

**Compensation**

Based on the Collective Bargaining Agreement. Initial placement for salary will be based on postgraduate units and years of experience.

**Letter of Interests and Resumes must be submitted by March 20, 2020**

**Interviews will begin the week of March 23, 2020**

**To apply, please email your Cover Letter and Resume to:**

Mr. Jonathan Aguilar, Director of Counseling  
Archbishop Riordan High School  
175 Frida Kahlo Ave  
San Francisco, CA 94112  
jaguilar@riordanhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)