



ST. JOHN'S PREP

School Counselor, Grades 9 through 12

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

Position Overview

The role of a school counselor is integral to our mission of “educating the whole person” at St. John's. A school counselor in the High School provides support for students and their families during grades 9 through 12 at St. John's. More information about the School Counseling Department may be found [here](#) on the school's website.

Responsibilities

- Familiarity with current college application procedures and requirements
- Preparing letters of recommendation for students, as well as providing assistance in processing their college applications
- Assisting in the administration of standardized testing
- Providing group and/or short-term personal counseling to students
- Serving as a liaison between the school and individual therapists and community service agencies that may be working with individual students and families
- Establishing an effective working relationship with parents, faculty, staff and school leaders
- Being knowledgeable of applicable laws regarding privacy issues and mandated reporting requirements
- Familiarity with 504 and IEP requirements
- Providing the necessary monitoring of individual student progress toward achieving success in academics, career and personal/social areas
- Collaborating with colleagues to plan and implement parent education and outreach take part in delivering these programs

- Collaborating with members of the department to plan and implement the guidance curriculum
- Working with the assistant principals for academics to design an appropriate program of studies that will allow the student to meet his post-secondary goals

Skills and Competencies

- Strong interpersonal and written communication skills
- A demonstrated student-centered approach to previous work in schools
- Ability to present to small and large groups of students, parents, colleagues, and prospective students and their families
- A team-oriented approach to workflow
- Comfortable with technology and proficient with use of Naviance and other tools used in the college admission process

Education and Experience

- Master's degree in school counseling
- 3 to 5 years of experience working in a high school setting is preferred

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit www.stjohnsprep.org.

Interested candidates are asked to send a cover letter, résumé and academic transcripts to Tracii Schaeublin, Assistant Head of School for Human Resources, at tschaeublin@stjohnsprep.org. Please, no phone calls.

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