

# XAVIER HIGH SCHOOL

*Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God's greater glory.*

Xavier High School seeks a Guidance Counselor for the 2023-2024 school year. The role of the school counselor is to companion students through their high school experience. The ideal candidate will have significant experience and training as a licensed school guidance counselor and a thorough knowledge of developments in the counseling field. A strong understanding of adolescence as well as a commitment to the Jesuit Catholic identity of the institution are also important.

## **Responsibilities:**

- Provide academic counseling for a caseload of students in grades 9-12.
- Provide individual counseling services to students in collaboration with our on-campus psychology team.
- Facilitate regular, small-group classes for students in caseload.
- Consult with parents, teachers and administrators regarding special concerns and needs of students.
- Collaborate with College Guidance staff on students' college application process.
- Act as a liaison between the student's family and the school administration as needed.
- Serve as a professional resource to teachers about student behavioral changes and special needs.
- Refer students when needed to appropriate school and community resources after consultation with their parents.
- Participate in, coordinate, or conduct activities that contribute to the effective operation of the school.

## **Position Requirements:**

- Strong communication, listening and interpersonal relationship skills.
- Ability to build rapport quickly with adolescent boys.
- Excellent time-management skills
- Strong leadership and organizational skills.
- Commitment to the ideals of Jesuit education.
- B.A in School Counseling or related field required, Master's degree preferred.
- A minimum of five years of experience in a secondary school counseling environment is preferred.

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## **Application Process:**

Please send application materials to Ms. Jean Sherman, Director of Guidance at [shermanj@xavierhs.org](mailto:shermanj@xavierhs.org)

These materials should include:

- Letter of interest
- Curriculum Vitae
- The names and contact information of three references (who will only be contacted with the expressed permission of the candidate)

Applications will be reviewed as received.

For further details or questions, please contact Ms. Jean Sherman at 212-924-7900 ext. 1627 or [shermanj@xavierhs.org](mailto:shermanj@xavierhs.org)