

## **Full Time High School Counselor (23-24 School Year)**

### **Divine Child High School**

#### **DESCRIPTION:**

Divine Child High School, a co-educational, Catholic learning community, is seeking a focused, dedicated, and qualified full time high school counselor to join our staff for the 2023-2024 school year.

***Divine Child High School, centered in the teachings of Jesus Christ, the rich Tradition of the Catholic Church, and the call to unconditional love, develops young men and women for lives of responsibility, leadership, and faith in action.***

#### **QUALIFICATIONS:**

- Master's Degree from an accredited college or university in School Counseling
- Michigan School Counselor License; satisfied all requirements to be employed as a School Counselor
- Experience as a high school counselor (preferred)
- Knowledge and expertise in delivering mental health counseling, academic guidance and intervention
- Knowledge and experiencing assisting students with post-secondary planning
- Commitment to effectively using data to provide informed and individualized counseling
- Excellent written and oral communication skills
- Evidence of effective interpersonal skills
- Proven record of establishing positive and collaborative relations with staff, parents and students
- Evidence of effective time management and organizational skills
- Proven record of collaborating within a team setting
- Experience working with both special education and general education students
- Strong attention to detail
- Understanding of building level Intervention Teams
- Demonstrated commitment to continuous improvement, including Department and Building goals
- Understanding of Response to Intervention (RTI)

- Experience using multiple forms of data to make decisions that support student progress and growth
- Ability to assist and consult with teachers and administrators on a variety of related matters
- Experience with PowerSchool Student Information System (preferred)
- Knowledge of online communication systems and comfort in delivering online student engagement
- The ability to support the Catholic identity of Divine Child High School and a diverse student body.

**RESPONSIBILITIES:**

- Provide individual and group mental health counseling to students as needed, grades 9-12
- Provide leadership and support services in the event of crisis, including mental health risk assessment
- Provide academic guidance to maximize student development and preparation for future goals
- Assist the department's efforts to organize and administer standardized testing (PSAT/SAT)
- Collect, monitor, assess and report relevant student data that assists in attainment of school goals while developing appropriate student programming and interventions
- Assist with the scheduling process
- Consult with and assist parents in their efforts to support their child's education and well-being
- Collaborate with staff to support students' medical, academic, and social/emotional needs
- Work in cooperation with Instructional Support Program (Special Education) and Social Worker
- Function as a collaborative and contributing team member within the district and building level staff teams focused on improving student services and achievement
- Conduct work in a manner that demonstrates a commitment to professional practice and procedures
- Provide opportunities for students to explore post high school opportunities
- Participate in the planning and the development of school and district wide programs

- Participate in the Nonpublic Service Plan process to evaluate student's learning needs, as needed
- Coordinate and/or serve as a member of the Intervention Teams
- Participate in school programs to promote a positive school culture and climate
- Comply with confidentiality, FERPA and other applicable laws
- Maintain accurate and appropriate records and documentation
- Assist in coordination of student services within and outside of the school
- Other duties and responsibilities as may be assigned

**EXPECTED START DATE:** August 16, 2023

**APPLICATION PROCESS:**

Interested applicants should submit the following materials: a cover letter, resume, a list of at least 3 professional references, and verification of license(s) to: Mrs. Jude Ripley, [ripley@divinechildhighschool.org](mailto:ripley@divinechildhighschool.org).

**DIVINE CHILD HIGH SCHOOL NON-DISCRIMINATION STATEMENT:**

No person applying for employment at Divine Child High School shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. *We are an equal opportunity employer.*