



100 YEARS
OF EDUCATING YOUNG WOMEN

Title

High School Counselor

Relationships

Collaborates with and is supported by Student Service Department, faculty, and school leadership. Cultivates relationships with members of the department, parents/guardians, and students. Interfaces primarily with other professional school counselors, Assistant Principals, Registrar, and faculty. The Professional School Counselor reports to the Assistant Principal of Student Services.

Qualifications

Dispositions: The successful candidate will aim to mediate a Catholic culture within the school faith community; communicate Catholic moral and intellectual values; demonstrate precision, accuracy, self-direction and collaboration in all areas of responsibility; develop joyful and professional interpersonal relationships with stakeholders; and view their service as a vocation that is grounded in truth, charity, and the characteristics of Lasallian ministry.

Experience: The successful candidate will possess three to five years of experience in an accredited secondary school in school counseling or social work. Experience gained in a Catholic setting strengthens the application.

Education and licensure: Requirements include having a Master's degree in school counseling, Educational Psychology, Social Work or closely related field. Also required is a current ISBE Professional Educator License (PEL) with a School Counseling endorsement.

Summary:

Counselors provide a set of services established as an integral part of the total school program. The professional school counselor will be a part of a Student Services team that includes one college counselor, one other school counselor, the Dean, Rankin Academic Support Program Teachers, and the Practicum Coordinator. The goal is to promote student growth and development. These services include: educational advisement, short-term personal counseling, consultation, assessment/evaluation, and referral.

In collaboration with the members of the Student Services department and school leadership, the counselor will:

1. Provide comprehensive, developmental supports within the academic, personal/social, and career domains to ensure that students become healthy and productive adults that aligns with the school's mission

2. Implements a data-driven, comprehensive school counseling program for all students to address barriers to student learning and to close the achievement/opportunity gap
3. Creates yearly individual learning plans with data-driven goals that advance student outcomes in areas of academic, social/emotional, and college/career development
4. Promote student success, provide preventive services, and respond to identified student needs
5. Effectively respond to the diverse needs of our student and parent communities
6. Collaborate with members of Students Services, Administration, and Staff

Primary Responsibilities:

1. Provide individual counseling sessions for academic advisement and emotional support for all students on caseload to ensure students are on track to the next grade level or phase in life
2. Will create, facilitate, and co-teach learning activities in classroom, large group, and/or school wide settings, based on the academic, career, postsecondary and social/emotional needs of the students so as to encourage the infusion of school counseling as an integral component of the total education curricula
3. Collaborate with Rankin Academic Support Program and advocate for students with mixed abilities
4. Co-facilitate transfer student orientation group and lead monthly transfer connections group to ensure a successful transition to Resurrection
5. Use Naviance tools (i.e. Career Interest Profiler, Career Cluster Finder, Super Match) to help students explore their interests and strengths, and to research possible careers and postsecondary schools
6. Infuses cultural competence, ethical and professional competencies in planning, organizing, implementing and evaluating the comprehensive school counseling program.
7. Collaborate with student service department to implement school wide programming that promotes mental health awareness and student success
8. Foster family and community partnerships to support the social/emotional and academic development of all students.
9. Provide academic advisement and create improvement plans for students struggling academically
10. Provide crisis intervention, assessment, evaluation, and outside referrals, potentially for students hospitalized or on extended leave
11. Assist in the course selection process, attend incoming Freshmen registration, and provide summer school advisement for credit recovery
12. Attend and co-facilitate evening programming such as, but not limited to, Freshmen Parent Academy, College Night, Junior Parent meeting, and Senior Parent meeting, etc.
13. Compose case notes for each student and update student files
14. Uses legal and ethical decision-making based on standards and principles of the school counseling profession and educational systems, rooted in our mission, including school building policies.
15. Other duties as needed by the Student Services department or as assigned by Principal or their appointed designee.