



ST. IGNATIUS COLLEGE PREPARATORY

Personal Academic Counselor (Temporary Role from 1/29/2024 - 6/15/2024)

REPORTS TO: Assistant Principal for Academics
Daily Rate: \$460 - \$630 (Depending upon Experience)

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

To provide a comprehensive counseling program for students and specifically provide services to meet the needs of assigned students. Assess needs and design solutions to remove barriers to students' success. Consult with teachers, and parents to enhance effectiveness in helping students. Incorporate Ignatian ideals and philosophy in counseling methods.

A SUCCESSFUL CANDIDATE IN THIS POSITION WILL BE ABLE TO DEMONSTRATE:

- Manage a caseload of approximately 225 students in 9th-12th grades
- Meet both individually and in small groups with assigned students to counsel them, set expectations and identify students who need additional support
- Monitor academic performance and document specifics for each student in PowerSchool
- Meet weekly with students who are in the Academic Recovery Program and working closely with Learning Center staff on student progress
- Partner with teachers and parents to identify areas of need and solutions for student support
- Make referrals as appropriate. Forward proposals/ recommendations/ observations regarding special circumstances to the appropriate member of Wellness, Administration or Faculty
- Participate in SI events such as back to school night, as well as Counseling evening events
- Participate in establishing the Counseling department calendar

- Participate in the co-curricular life of the school as a moderator or coach Demonstrate ability to work in a collaborative and dynamic professional learning community
- A commitment to diversity, equity, inclusion, and belonging
- Exemplary oral and written skills, as well as strong interpersonal skills
- Participate in Campus Ministry area of the school, including student and faculty retreats
- Participate in on-going professional development
- Serve as a content/curriculum leader, updating and creating content for the Personal and Academic Counseling Team as it pertains to your area
- Collaborate with other Personal and Academic Counselors, as well as College and Wellness Counselors to continually evaluate and improve way(s) to support students

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, and ABILITIES)

- Experience and desire to work with high school students
- Knowledge of academic requirements as it pertains to A-G eligibility and graduation requirements
- Excellent interpersonal skills and strong speaking/writing skills
- Effective counseling and evaluation skills & training
- Collaborative working style
- Excellent organization and time management skills
- Ease and experience with computers; proficient with a variety of software programs including Student Information Systems
- Three years' experience in a similar position performing the duties and demonstrating a high level of the knowledge, skills, and abilities listed above.
- Combination of education, experience, and training that provides the required knowledge, skills, and abilities required.
- Bachelor's degree.
- Masters degree in Counseling, Psychology or Education (preferred)
- PPS credential, or MFT/LCSW licensure.

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.

HOW TO APPLY:

Interested applicants should submit a cover letter, resume and salary requirements (required) to: resumesatsi@siprep.org

Pre-employment background screening is required for all positions. *St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks.*

