COUNSELOR

GENERAL DESCRIPTION

Counselors provide academic, social-emotional, and college admissions preparation and support to students. Counselors interact with students, parents, faculty, staff, coaches, other counselors, college advisors, the Director of Diversity, Equity, and Inclusion, learning support personnel (CLARC), and administration on a systematic and as-needed basis.

Tier 2/Tier 3 Support: 60% of time. The Counselor will be assigned to a predefined sophomore through senior student caseload. The Counselor will meet with students in individual and small and large group settings in order to establish basic rapport and contact. Throughout the year the Counselor will provide Tier 2 and Tier 3 support to students in their respective caseload utilizing a solution-focused brief therapy approach to counseling, as appropriate.

Tier 1 Support: 30% of time. Utilizing the ASCA National Model the Counselor will establish a proactive program for all students by creating and implementing Tier 1 universal curriculum/student educational programs to address topics relevant to adolescents and/or adolescent development.

The Counselor, in consultation with the Director of Counseling and College Advising, will develop a yearly work plan for their assigned Tier 1 programming area.

The Counselor reports directly to the Director of Counseling and College Advising.

RESPONSIBILITIES

Regarding Students

- College advising through the first semester of junior year
- Monitor students’ academic progress by reviewing grades, progress reports, and schedules
- Address teacher referrals and comments
- Match appropriate tutors with students in need of extra assistance
- Provide students with referrals to outside agencies for family or personal counseling, as well as for educational testing, as appropriate
- When appropriate, organize and lead small groups to support students
- Create and deliver student programming, including primary responsibility for applicable Tier 1 lesson plans

Regarding Faculty

- Create and deliver programs to educate faculty on relevant topics
- Support the academic efforts of the faculty, including providing assistance and resources to faculty dealing with such student issues as substance use/abuse, mental health, eating disorders, suicide, stress, trauma, and personal loss

Regarding Parents/Guardians
• Create and deliver programs to educate parents/guardians on relevant topics that may impact the lives of their students
• Support and provide assistance to parents to help them identify, understand, and address the issues and needs that emerge from their high school-aged children

GENERAL (10% of time)

• Learn and consistently utilize school-wide learning and management systems including PowerSchool, Canvas, and Naviance, as well as Outlook Calendar
• Be available for evening and weekend events throughout the school year
• Support department goals leading to ASCA RAMP certification
• Attend and actively participate in all department meetings
• Be responsible for intra-office duties that are assigned by the Director of Counseling and College Advising, including:
  o submitting articles to the Counseling Department Newsletter
  o maintaining the Counseling Department presence on the Jesuit High School website
  o drafting and maintaining Counseling Department resource materials
  o providing front desk coverage
• Attend Crisis Management Institute training and be an active participant on the Counselor Consortium Flight Team
• Actively participate in and contribute to the Catholic Schools Counselor Consortium
• On an ongoing basis attend professional development in order to stay current on relevant topics, including attending Applied Suicide Intervention Skills Training
• Maintain ASCA and OSCA professional memberships
• Remain knowledgeable of The ASCA National Model: A Framework for School Counseling Programs, ASCA National Standards, ASCA School Counselor Competencies, and ASCA School Counselor Performance Standards
• Maintain counselor licensure and certifications through the State of Oregon and other certifying agencies
• Respect the confidentiality of all student information shared unless the law mandates otherwise
• Other duties as assigned by the Director of Counseling and College Advising or Administration

QUALIFICATIONS

The ideal candidate will be student-centered, flexible, innovative, and highly collaborative. Strong interpersonal, teamwork, verbal and written communication skills, and organization and time management. BA required. Master’s degree in school counseling or a related field required. Possession of or ability to obtain an Oregon counseling certification required.

EXPECTATIONS AND EVALUATION

Counselor will be on a 195 work day contract. The five additional work days are included to compensate Counselor for availability outside of the school day/year as noted below, as well as to finalize student plans at the conclusion of the school year and prepare for the start of the new school year. As it relates to student safety, as a first-responder Counselor should expect to be available to administrators outside of the school day/year by phone, email, and text. The Director of Counseling and College Advising will evaluate Counselors each year. The
evaluation will be based on the Profile of the Jesuit Educator, The ASCA National Model, and the duties and responsibilities listed above. Information for the evaluation will be gathered from the administration, faculty, staff, and students of Jesuit High School.

Position open until filled

Salary Range: $49,399- $98,965 based on education and experience.

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.