

# KENNEDY CATHOLIC HIGH SCHOOL



## HIGH SCHOOL COUNSELING PROGRAM SUPPORT AND SBIRT COORDINATOR

FULL-TIME | 2024-2025 SCHOOL YEAR

### ABOUT KENNEDY CATHOLIC

Kennedy Catholic High School is a private Catholic high school located in Burien, Washington. It is the mission of Kennedy Catholic to cultivate a diverse community of learners who encounter Christ, pursue excellence, and lead with love.

### JOB SUMMARY

Kennedy Catholic High School has received a Best Starts for Kids SBIRT grant from King County and we have added one additional high school mental health staff position to support our work with students. SBIRT (Screening, Brief Intervention, and Referral To) is the shorthand notation for a mental health protocol designed to support students experiencing common mental health issues during early adolescence. This position is responsible for coordination and implementation of both universal and indicated screenings for students, communication with staff, families, and students, and making connections to school and outside resources for students and families in need. Additionally, this position will support the Counseling Department by providing social-emotional help for students.

As an integral component of the school community, the Counseling Department actively supports the school's mission by recognizing the unique needs, strengths and self-worth of all students. The department plays a major role in coordinating student support to promote and ensure the social, emotional, academic and physical wellness of our students. The staff provide individual student guidance and counseling and develop programming, faculty and staff professional development and parent education and serve as a trusted resource for the community and liaise with outside professionals and agencies as necessary.

This position is supported through renewable grant funding. The funding is renewable year-to-year based upon meeting reasonable performance and renewal criteria.

## **QUALIFICATIONS**

### **Education & Experience**

- Master's Degree in social work, counseling, or related field
- Possess, or qualifies for, a valid Washington State LMHC, LMFT, or LCSW (preferred)
- Experience working with students between the ages of 14-19 preferred

### **Knowledge, Skills, and Abilities**

- Knowledge and experience in counseling or supporting problem solving with students one on one or in small groups
- Knowledge and experience supporting adolescents experiencing trauma, substance abuse, mental health and behavioral health issues preferred
- Engages in honest, productive, and focused conversations
- Knowledge and experience with motivational interviewing, cognitive coaching, crucial conversation skills
- Works effectively and productively as a member of a team, is flexible and collaborative
- Demonstrated ability to work with a wide variety of high school students in a multicultural setting
- Displays quality work through accuracy and attention to detail
- Possesses effective written, verbal and technology-based communication skills and has the ability to present to an audience
- Demonstrates proficiency in use of technology systems, including standard productivity software, learning management systems, and student information systems
- Maintains a high level of ethical behavior and confidentiality that is student focused
- Demonstrates a passion for the whole child, including student health and wellness
- Demonstrates abilities necessary to develop and implement programs in support of students and parents who are experiencing challenges in school and life
- Must be a self-starter, identifying needs and taking action to fill gaps and create new products and processes as necessary
- Demonstrates proficiency in developing and implementing high quality professional learning for adults
- Demonstrates effective facilitation skills for adult groups
- Builds trust, establishes credibility, develops relationships, and fosters professional growth
- Holds high expectations for both student and teacher learning
- Demonstrates high energy and enthusiasm
- Develops positive relations with students, parents, staff and community members
- Possesses effective problem solving, organizational, and time management skills
- Cultivates the respect of peers as a highly capable educator and valued professional colleague
- Demonstrates a willingness to work flexible hours and adapt to varying school schedules

## RESPONSIBILITIES

- Learn and implement the SBIRT protocol with students identified for support
- Develop expertise over time to become a SBIRT trainer
- Support administrative, counseling staff, and others in learning and applying the SBIRT protocol
- Participate fully in a cross-district SBIRT network improvement team in ongoing collaboration and learning. This may require some flexible hours as collaboration across districts is expected and may occur in late afternoon or early evenings periodically.
- Work with school staff and administration to set up the SBIRT screening application.
- Attend all required training for SBIRT High School Cohort and share learnings with department team and administration
- Work closely with Kennedy Catholic team and King County staff as needed to facilitate program and project evaluation activities throughout the grant period including data collection and submitting grant reports.
- Ensure parent communication and engagement is effective including revisions of materials as needed and design and implementation of parent engagement activities
- Help provide leadership and training for mental health activities with school staff
- Run counseling groups to provide social-emotional support for students as needed throughout the year
- Assist in the management and facilitation of student crisis response work with students, faculty, and families, including the evaluation, documentation and follow-up on reports of suicidal/homicidal ideations, self-harm, and allegations of mistreatment or abuse and assessment of further step.
- Work collaboratively to develop or adapt lessons as needed to support mental health instruction where appropriate
- Support mental health and socio-emotional learning curriculum design and development as needed
- Attend building Student Support Team meetings and participate in MTSS framework implementation
- Work closely with building administrators and counselors toward program goals
- Consult with teachers, staff and parents regarding the developmental needs of adolescents and to identify students in need of counseling services
- Meet with students in need on a short-term basis (one on one or in groups) to provide appropriate support during crisis situations and helping students develop coping strategies, resiliency, and communication skills through that work.
- Provide individual and small group counseling and/or activities and classroom lessons that enhance academic success, career planning and personal/social adjustment
- Make referrals to outside professionals for students needing ongoing counseling, therapy, psychological testing
- Advocate for students with all stakeholders, as needed.
- Maintain active contact with community resources
- Communicate with parents via phone, e-mail, face-to-face meetings and student conferences in a timely and professional manner

- Exhibit legal and ethical behavior in professional practice, including implementation of all school and Archdiocese rules, regulations, practices and policies.
- Participate in / attend building and department meetings, as required
- Performing any other duties and responsibilities related to the department as may be requested by the Principal or designee

#### **COMPENSATION & BENEFITS**

- Salary is dependent upon experience, certification, and education according to Kennedy Catholic's faculty compensation schedule. For the 2024-2025 school year, a teacher's salary ranges between \$54,333 and \$103,123
- Medical, dental, and life insurance through the Archdiocese of Seattle
- Participation in the Archdiocesan defined contribution program and voluntary 403b program
- In-building child/dependent tuition support
- Opportunities to participate/assist with a wide array of co-curricular programs, including athletics, arts, campus ministry, and other clubs and activities for additional modest stipends

#### **TO APPLY**

- Visit the Office of Catholic Schools website at:  
<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>
- Email cover letter and resume to Michael Masters, Executive Assistant at [mastersm@kennedyhs.org](mailto:mastersm@kennedyhs.org)
- Applications will be reviewed on a rolling basis until the position is filled