

Providence High School is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

POSITION TITLE:	School Counselor Substitute-Wellness Center
REPORTS TO:	Dean of Wellbeing
SUPERVISES:	N/A
FLSA STATUS:	Temporary
PURPOSE OF THE POSITION:	The School Counselor Substitute will collaborate with the Counseling Department on providing support services to students and parents/guardians.

MAJOR RESPONSIBILITIES:

- Oversee daily operations of the Wellness Center in collaboration with the Dean of Wellbeing. Ensure the space remains welcoming, organized, and well-stocked with wellness materials and supplies. Supervise students utilizing the center, manage student sign-in procedures, and maintain effective communication with counselors and teachers to identify and respond to student needs.
- Conduct social-emotional check-ins with students to assess wellbeing, provide support with social skills, emotional regulation, and managing stress, anxiety, and other interpersonal challenges while fostering a safe and trusting environment.
- Serve as a liaison between the school and families by communicating relevant student wellness concerns and updates with parents/guardians, while maintaining professional boundaries and confidentiality.
- Collaborate with faculty to support students’ social-emotional development and tailor interventions to meet diverse needs within the classroom and school community.
- Partner with the Dean of Wellbeing to design and facilitate wellness programming, including workshops and focus groups.
- Assist in crisis intervention and conduct risk screenings in alignment with established protocols, ensuring timely and appropriate responses to student safety concerns.
- Maintain accurate and confidential documentation of student interactions using Aeries and other student data systems.

- Promptly communicate critical information regarding student safety to the Dean of Wellbeing and/or other administrators and adhere to California's mandated reporting requirements.

MINIMUM QUALIFICATIONS:

Education:

Master's degree in educational counseling, social work, or related field, along with a valid Pupil Personnel Services (PPS) Credential.

Experience:

Minimum of three years of professional experience working with children in an educational setting, with demonstrated success in providing social-emotional support.

Skills:

Proficient in computer applications and student data systems. Strong organizational and time management abilities. Excellent oral and written communication skills, with the capacity to engage effectively with students, families, faculty/staff, and the broader school community.

Abilities:

Demonstrates a positive and student-centered attitude. Capable of building and maintaining strong interpersonal relationships. Self-motivated, dependable, and able to manage multiple priorities in a dynamic environment.

Professionalism:

Maintains clear and appropriate professional boundaries in interactions with students and colleagues. Upholds confidentiality and ethical standards in all aspects of student support. Receptive to feedback and committed to continuous improvement.

SALARY RANGE:

\$36.00/Hour

TO SUBMIT AN APPLICATION:

Please click this link to upload your application, including the following documents:

- <https://providencehigh.formstack.com/forms/applicationdocs>
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of employees so classified.

Work Environment: At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression,

gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.