

XAVIER HIGH SCHOOL

Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God's greater glory.

Director of School Counseling

The Director of School Counseling is a leader in Xavier High School's commitment to student wellbeing. S/he has oversight of the school counseling department, collaborates with our psychologist who oversees our in-house clinical psychology support, and reports to the headmaster. Xavier High School has a deep and long-standing commitment to the care for the whole student, *cura personalis*, and the director is a crucial part of implementing that support.

This role follows the school calendar with the following additions: the Director of School Counseling will be on campus for the entire week following graduation and return mid-August. Over the summer, the director will be available for consultation with the administration and parents as needs arise.

A. Reporting Structures

- Reports to the headmaster with a standing meeting each cycle;
- Works under the direction of the director of student mental health and wellbeing regarding students with significant mental health issues or who are experiencing mental health crises to ensure proper evaluation, clinical service, referral, and ongoing support;
- Actively assists in the supervision and evaluation of the members of the department annually;
- Acts as a liaison between the headmaster and the members of the department;
- Works under the direction of the deans on particular projects around course selection, student academic support, and student discipline.

B. Curriculum Responsibilities

- Leads department in developing, implementing, evaluating, and continually improving curriculum for the four-year counseling program;
- Recommends department policies, practices, and proposals regarding curriculum to the headmaster and works with the headmaster to determine appropriateness, value, and feasibility;

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- Collaborates with the dean of academics to develop, implement, and evaluate programming (classes, CP, and school speakers) that addresses student wellness that is both consistent and responsive: topics like addiction, social media, nutrition, time management, study skills, bullying, and brotherhood are some but not all of the types of topics that are under the responsibility of the department.

C. Departmental Responsibilities

- Serve as a school counselor with a lessened caseload;
- Member of school councils and committees at the discretion of the headmaster, potentially including but not limited to: Student Programming Committee, Cabinet, and Academic Council;
- Contributes to the formulation of school policy;
- Actively participates in the cyclical Students of Concern Meeting;
- Prepares the departmental budget and submits it to the administration for review and approval;
- Working with the dean of academics, ensures that advisement, class-year meetings, and community periods have rich programming in support of the school counseling curriculum;
- Collaborates with school psychologist(s), learning specialist, and director of college counseling to optimize and streamline student support;
- Works with the dean of educational systems on a smooth and effective course selection and verification process;
- Works with the dean of educational systems to assign a fair and viable caseload for counselors;
- Works with the dean of students to navigate student wellness within the disciplinary structure;
- Anticipates personnel needs within the department and communicates that with the headmaster;
- Assists with hiring processes by reviewing applications and interviewing prospective counseling candidates;
- Encourages and solicits counselors' participation in relevant and engaging professional development annually;
- Conducts regularly scheduled department meetings, providing the headmaster with updates of such meetings.

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Skills and Qualifications:

- A master's degree in school counseling, mental health counseling, social work, or a counseling-related field is required;
- Appropriate field-related state certification or licensure preferred;
- A minimum of five years of counseling experience in a school setting is required, and ten years is preferred;
- Effective experience in managing people is required, and that experience in a school setting is preferred;
- A commitment to the mission of Jesuit education is required, and some experience in Catholic education is preferred.

The salary range is from \$90,000-\$120,000 depending on experience and education, with a healthy benefits package.

Interested candidates should send a cover letter, resume, and names of three references (who will only be contacted with permission) in one PDF file to Assistant to the Headmaster Madeline Broderick King (broderickkingm@xavierhs.org) by May 8, 2026.