



School Socio-Emotional Counselor

REPORTS TO/EVALUATED BY: Principal, Vice Principal

TERMS OF EMPLOYMENT: 2026-2027 School Year- Fulltime

SCOPE OF RESPONSIBILITIES: Assigned specifically to two grades to provide social-emotional and academic support.

ABOUT NOTRE DAME CRISTO REY HIGH SCHOOL (NDCR) www.ndcrhs.org

Notre Dame Cristo Rey High School (NDCR) is a private, Catholic, college-preparatory high school located in Lawrence, serving 274 students—many of whom are first-generation college-bound and bring strong aspirations for academic and professional success. The school is part of the Cristo Rey Network, a growing network of 30 schools across the United States built on a model that integrates rigorous academics with real-world work experience.

Central to this model is the Corporate Work Study Program (CWSP), an innovative and highly successful partnership with the business community. Originally developed by the Jesuits and expanded nationally through significant investments from the Bill & Melinda Gates Foundation and the Cassin Educational Initiative Foundation, the CWSP provides students with meaningful professional opportunities while helping to make their education more accessible.

Through CWSP, each student works five full days per month during the academic year at one of 74 partner companies across the Merrimack Valley, the I-93/495 corridors, and southern New Hampshire. As a result, students earn approximately 60% of the cost of their own education while gaining invaluable workplace experience and professional skills.

SUMMARY OF RESPONSIBILITIES:

Primary Functions: The socio-emotional counselor will focus on two grades of students (caseload of roughly 140-150 students) and support socio-emotional and academic needs. Expectations will be that the counselor will meet and form relationships with all students on their caseload.

Major Job Responsibilities: Social/Emotional/Behavioral Counseling

- Conduct structured, goal-oriented counseling sessions in systematic response to identified needs of individuals or groups of students—recurring topics include academic failure, attendance and behavior problems, peer problems, family issues, bullying, self-harm, suicidal ideation, and more
- Consult with, and facilitate conferences with, teachers, staff and parents/families regarding the developmental needs of students

- Work collaboratively with the Principal, Vice Principal and Dean of Students to identify and address student mental health and behavioral issues
- Serve as an advocate and acceptable model for students, demonstrate personal and intellectual honesty and respect the rights of others
- Provide counseling to individual students (behavioral, emotional, academic, social, psychological) as well as to small groups of students in the freshman class
- Consult with and be a resource person to teachers to facilitate infusion of strategies into the classroom
- Assume an active role in designing, implementing, monitoring, and adjusting behavioral and/or educational plans for individual students as needed
- Serve as an advocate for groups or individual students as decisions are made that will affect those students
- Document and evaluate guidance learning activities as they are implemented
- Pursue professional growth: attend state and locally sponsored development offerings - join associations (ASCA, MASCA), read professional journals, attend relevant workshops, etc.
- Provide activities to help students understand themselves and their relationships with others, and seek to develop in students increased competency in decision-making and problem solving
- Provide direction, consultation, and training services for teachers, both on an individual and group basis, involving classroom/student management, student, student-teacher, and teacher-parent relationships, and the social/emotional development of children
- Other duties as assigned by the Principal and/or Vice Principal and Dean of Students

Parent and Community Work/Outreach

- Guide parents toward resources available to them, both within and outside the school system, and serves as a resource person to parents and staff on the growth and development of children
- Refer students with problems to appropriate program specialists or community agencies

Qualifications:

1. Must possess a master's degree in School Counseling, Mental Health Counseling or Social Work from an accredited college or university.
2. Must possess and maintain proper certification (initial or professional) as a certified School Counselor, School Adjustment Counselor, LCSW, LMHC
3. Necessary skills include excellent written and verbal communication skills, strong organizational skills, and the ability to meet deadlines. Experience in high school counseling, teaching, and computer skills are required.
4. The ideal candidate will have strong interpersonal skills; familiarity with the goals, objectives, and mission of a college preparatory school; the ability to respond effectively to the needs of a diverse and demanding student and parent population; knowledge and experience with diverse psychological and social/emotional/behavioral needs; demonstrate the core values of NDCR as someone students will look up to and emulate; find opportunities to fit into the family culture at NDCR.
5. Must be able to accurately compile and access data, summarize information, and provide written reports as requested.
6. Fluency in Spanish is preferred.

SALARY RANGE:

The salary for this position ranges from **\$60,000–\$75,000**, based on experience and educational qualifications. Notre Dame Cristo Rey High School offers opportunities for professional growth, leadership development, and increased compensation over time.

If interested, please send a thoughtful cover letter and resume to hr@ndcrhs.org