CRISTO REY ATLANTA
JESUIT HIGH SCHOOL

High School Full-Time Counselor

Cristo Rey Atlanta Jesuit High School *is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.*

JOB DESCRIPTION

Job Title: High School Counselor	**Location:** Cristo Rey Atlanta Jesuit High School, Atlanta, GA
Position Type: Full-Time for School year 2026-2027	**Reports to:** Counseling Department Head

Responsibilities/Main Duties

Responsibility
This position is responsible for the instruction and evaluation of students, providing student feedback, maintaining good order in the classroom by managing student conduct, taking daily attendance, and providing a moral and ethical role model both in and out of the school.

Instructional Practice:

- Conduct student guidance
- Provide timely support in response to crisis situations (e.g. suicidal ideation, self-harm, abuse)
- Participate in the Student Support Team of Cristo Rey Atlanta Multi-Tiered Systems of Support
- Lead reintegration meetings for students and families in assigned grade levels, as they occur
- Meet with every assigned student in order to develop rapport and assess the student's academic and social-emotional progress
- Meet with students who receive progress reports indicating academic difficulty and students having disciplinary problems
- Interview students promptly when requested to do so by the administration, teachers, parents, or the students themselves and conduct appropriate follow-up
- Document all counselor/student interactions
- Attend and participate in department meetings
- Collaborate with other in-school or out-of-school counselors, social workers, and learning specialists on the development and implementation of counseling programs
- Participate in counseling programs
- Act as a key developer of the school Advisory section
- Collaborate on department projects
- Collaborate and assist with Family Needs Team activities
- Identify and provide appropriate referrals of families to Family Needs Team
- Adhere to the policies and procedures of the School Counseling Department and the school as outlined in the contract, Faculty/Staff Handbook, and other communications
- Collaborate with students, teachers, and department heads to determine appropriate course selection for students during the registration process and help students select appropriate courses
- Consult on cases and make appropriate school-based and external referrals, when necessary
- Engage in professional development and continuing education experiences to maintain the highest possible level of professional knowledge and skills, and remain current with licensure
- Participate as a student advocate in Discipline Board proceedings
- Coordinate meetings with parents and teachers, as needed
- Work collaboratively with the Dean of Students concerning student issues
- Respond to parent phone calls, requests for appointments, information, etc., promptly and initiate contact with parents as needed
- Perfecting, as assigned
- Other duties, as assigned

Leadership and Collaboration

- Understand and appreciate the developmental and educational benefits of the school's Corporate Work Study Program.
- Commit to growing your own cultural competency and developing an appreciation of the diverse cultural background and the experiences of our families.
- Consider serving as a moderator/coach of at least one student club or athletic team.

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- Serve on faculty committees, as needed; offer instructional coaching; visit classrooms.
- Act as a chaperone/leader of field trips, immersion experiences, retreats, service opportunities, and other activities.
- Fill-in as a substitute teacher for absent teachers.
- Participate in grade-level meetings to coordinate curriculum across the content area and better understand student needs.
- Communicate regularly with parents/families to share academic progress and develop a supportive home-school partnership.
- Understand your own teaching practice as developmental; tap into available resources from colleagues and external sources to continually reflect on and improve your teaching.

Qualifications

- A Bachelor's degree from an accredited college in education or in the primary teaching area is required.
- A Master's degree is preferred.
- Teaching experience in a Catholic or an independent school is preferred.
- A minimum of three (3) professional references.
- A completed background checks.
- Age 25 or older, preferred, for age eligibility to drive mini- buses as needed for extra-curricular activities.
- Knowledge of the Zoom video conferencing platform.
- Spanish Preferred

Physical Requirements

- Regularly interact with students, parents, staff and visitors
- Work at a desk and computer screen for extended periods of time
- Be able to attend evening athletic and club activity events on/off campus, as required
- Openness to occasional travel to athletic, club activity, training and Network events

To Apply

To be considered for a faculty position at Cristo Rey Atlanta Jesuit High School, please submit the following items to HR@cristoreyatlanta.org.

1. Resume
2. Cover letter
3. Official Transcripts

Non-Discrimination and Equal Employment Opportunity Policy

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.