ARCHBISHOP RIORDAN HIGH SCHOOL

175 Frida Kahlo Way, San Francisco, CA 94112

OFFICE (415) 586-8200 • **FAX** (415) 587-1310 • **www.riordanhs.org**

About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

Position: Wellness and Support Counselor

Responsibilities

- Meet individually with assigned students on a regular basis to assist them in establishing academic and personal goals and evaluating their overall performance in school and well-being
- Counsel students regarding issues that arise in relation to academic, personal, and social needs, and serve as a resource in assisting students and families in recommending outside referral agencies as deemed appropriate
- Respond to student crises in a timely and efficient manner
- Facilitate communication with students, parents, teachers, and administrators to promote the optimal educational achievement and personal development of the student
- Provide individual and small group interventions for identified students
- Monitor and assist students on academic and behavioral probation/ineligibility
- Collaborate with other certificated personnel and community agencies as needed to resolve problems of students
- Oversee specialized Wellness Programming and/or mental health curriculum based on the needs of the department and school
- Evaluate and maintain student records and input notes into school database (PowerSchool)
- Understand systems of academic course scheduling
- Serve as a source of information for the student with respect to the school, home, and community
- Regularly consult and collaborate with all members of the Counseling Department to best support needs of students and families
- Demonstrate experience in supporting the intellectual, social, and emotional growth of students
- Provide crisis intervention support when needed
- Present at evening presentations, student orientation, and faculty meetings as needed
- Maintain professional competency through participation in workshops and in-service training conferences provided by the school, counseling department, and in self-directed professional growth activities
- Plan community-wide wellness events and communication monthly (ex. newsletters)
- Create student accommodation support plans and support students with utilizing accommodations
- Assist administration as needed in providing supervision and/or representing the school at various extracurricular school and/or community events and activities
- Other duties as assigned by Director of Counseling and/or Administration

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Physical Demands and Work Environment

- Maintain strict confidentiality of student, family, and personnel information in accordance with applicable laws, professional standards, and school policies.
- Exercise sound professional judgment, discretion, and appropriate boundaries when working with students and families.
- Demonstrate the ability to manage multiple priorities, maintain accurate records, and meet established deadlines.
- Remain composed and exercise appropriate judgment when responding to emotionally sensitive, stressful, or crisis situations.
- Comply with all applicable school policies, mandated reporting requirements, student safety protocols, and professional ethical standards.

Qualifications

- Bachelor of Arts or Bachelor of Science
- LMFT/LPCC/LCSW preferred and/or Master of Counseling with Pupil Personnel Services Credential (PPS)
- Mental Health experience with teenagers
- Knowledge of academic and college requirements in CA
- Interest in working with socio-economic and ethnically diverse students and families
- Demonstrate experience in supporting the intellectual, social and emotional growth of students
- Collaborative team player with strong communication skills
- Expertise in spreadsheets, organization, data collection, program planning and implementation
- Experience working with international students preferred
- Understanding of the mission and values of Archbishop Riordan High School

Compensation

FLSA: Exempt, full-time

Based on the Collective Bargaining Agreement. Initial placement for salary will be based on postgraduate units and years of experience with a range of $73,866 to $116,037 annually.

To apply, please email your Cover Letter and Resume to:

Stacy Goyhenetche, Director of HR

sgoyhenetche@riordanhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)