



Job Title: Director of School Counseling

Reports to: Principal

Position: Full-time

Director Reports: School Counselors and Social Worker

The Director of School Counseling at Cathedral High School will develop and oversee a strategy that focuses on comprehensive college guidance over the course of 6 years, the social emotional learning of all students, and academic support systems for Cathedral scholars. Reporting to the Principal, the Director of Counseling will lead a team of 2 full-time guidance counselors, and a school social worker. The Director of School Counseling will serve as an integral member of the academic leadership team and will play a critical role in setting high standards and expectations for student outcomes and success.

Essential Job Functions:

- Develop and implement a comprehensive college guidance program that includes programming for the 7th and 8th grades, and curriculum for grades 9-12.
- Arrange and assign school counselor caseloads and ensure teachers and families are familiar with caseload assignments.
- Guide and assist students and families through the college admission and enrollment cycle, with particular attention to opportunities available to low-income and first-generation college students.
- Arrange a robust schedule of college admissions representative visits to Cathedral High School and campus visits for all grade levels to local colleges and universities.
- Develop and maintain key relationships with nationwide college and career professionals, increasing Cathedral's profile amongst a wide range of colleges and universities.
- Develop a summer course offering for early college planning for both students and families.
- Facilitate an annual course selection process for all Cathedral scholars
- Manage, in collaboration with the administrative team, the administration of all standardized testing at Cathedral, including the PSAT and SAT.
- Serve and co-lead the Student Support Team
- Develop and implement a student referral system for both the academic and social emotional needs of students.
- Collaborate with the Director of Advancement to provide student profiles for scholarship opportunities.
- Collaborate regularly with faculty and staff to facilitate strong student outcomes and success.

Requirements

- Proven track record of managing a strong school counseling/guidance counseling program with a focus on college acceptances and accessibility for students.
- Proficiency in Naviance, Microsoft Suite, Google Classroom Platform, and other technical resources
- High level of interpersonal skills
- Strong desire to work with a diverse community

To Apply:

Interested applicants should submit a cover letter and resume to Jaron Green at jgreen@cathedralhighschool.net.