



CATHEDRAL

7-12 HIGH SCHOOL • BOSTON

Job Title: Guidance Counselor (2022-2023)

Position: Full-time

Reports to: Director of School Counseling

Salary: Varies with experience and education

Job Description

Under the supervision of the Director of School Counseling, this position will provide academic support, guidance, and instruction for college readiness and guidance seminars to scholars in grades 7-12.

Summary of Duties and Responsibilities:

- Provide academic intervention that allows scholars the opportunity to gain and practice new skills and habits.
- Provide social-emotional intervention that is collaborative and is socially-centered, allowing young people to build skills through learning as a team.
- Manage a caseload of scholars from all grade levels.
- Assist in managing the college exploration and application process for grades 9-12.
- Use grade level guidance curriculum to facilitate in-classroom lessons.
- Lead small-group tutoring, coaching, goal-setting, and academic case management designed to bridge the gaps in students' understanding.
- In collaboration with the Director of School and Community Engagement, identify resources to enhance and improve student outcomes.
- Maintain ongoing communication with parents to obtain information to better serve students and maintain program quality; this includes, but is not limited to the distribution of progress reports, programmatic materials, etc.
- Collect/enter student data on academic gains and other outcome targets. Consistent completion of all required documentation: forms, grade checks, assessments, attendance records, etc.
- Organize work daily, weekly, and monthly to ensure deadlines are met and accurate records are maintained.
- Act as a liaison between scholars, content teachers, administration and parents/guardians.

Qualifications

- Bachelor's Degree required; Master's Degree preferred
- 3-5 years professional experience at an urban school
- Experience as Guidance Counselor
- High-level interpersonal and communication skills
- Ability to work with and respect a diverse community

Requirements

At least 3 years of relevant experience preferred

To Apply

Please email epaquette@cathedralhighschool.net with your cover letter and resume.