



## **Academic and Wellness School Counselor**

### **Major areas of responsibilities and required knowledge:**

- **Academic Counseling**
  - Skilled in assisting students with developing learning strategies and studying habits
  - Skilled in working with advanced learners and those with learning differences
  - Skilled with helping students resolve teacher and classroom concerns
  - Knowledge of Powerschool and course scheduling
  - Knowledge of college-prep school graduation requirements
- **Personal/Social Emotional Counseling**
  - Skilled in providing crisis, short-term, and solution focused individual counseling
  - Experience facilitating various academic and wellness topics through in-class presentations and group counseling
  - Skilled with assisting students in developing advocacy and problem-solving skills
  - Experience providing consultation, coaching, and parent education opportunities
  - Skilled at crisis prevention, intervention, and response
- **College and Career Counseling**
  - Knowledge of various career/interest inventories and interpretation
  - Skilled at assisting students in identifying personal interests, skills, and abilities
  - Experience coordinating career awareness activities such as career fairs and guest speakers
  - Experience in assisting students in finding good fit colleges
  - Skilled in writing letters of recommendations
- **Provide orientation activities for incoming 9th graders, transfer students, and parent/guardians**

- Conduct communications internally and externally with the highest level of professional ethics and integrity
- Consult and collaborate effectively with parents, teachers, and school administrators
- Demonstrated ability to lead and support diverse students
- Encourage the highest level of academic honesty and integrity
- Create a college-going culture across all grade levels
- Ability to learn quickly and effectively function in a fast-paced and dynamic college prep environment
- Willingness to go above and beyond to contribute to the success of a dynamic counseling team
- Flexible, optimistic approach, and comfort with change and ambiguity
- Fortitude to handle and overcome daily challenges with a positive, can-do attitude
- Participates in all admissions and NDB promotional days

**Required:**

- Masters degree in Psychology, Counseling, or directly related field
- Pupil Personnel Services Credential in School Counseling
- Experience as a High School Counselor
- Proficient in GAFE
- Passion for Catholic secondary women's education

**Preferred:**

- Three or more years experience as a High School Counselor
- LCP, LEP, LMFT, LPCC (with the required PPS)

**Salary and Benefits:**

- Salary scale reflects the guidelines set forth by the Notre Dame High School. Salary is based on education and years of experience.
- This position is eligible for benefits.

Interested candidates should submit a letter of intent, resume, and three letters of recommendation through the EdJoin.org website:

<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=3494&catID=1>