**Founding Guidance Counselor**

**Job Title:** Guidance Counselor

**Reports to:** Principal

**Contract Type:** 12-month

**About Cristo Rey Miami High School (CRM)**

Cristo Rey Miami High School is a new private, Catholic, college preparatory high school located on the campus of Barry University. Cristo Rey Miami is part of the Cristo Rey Network – the largest network of Catholic secondary schools in the country. Cristo Rey Network schools transform the educational process for young men and women through a unique integration of rigorous academics, spiritual formation, and a professional corporate experience. All Cristo Rey students attend school for four extended academic days, and participate in a Corporate Work Study Program one day a week. Our students have exposure to many professional fields including: medicine, finance, technology, business, and law. Cristo Rey Miami students are poised to be transformative leaders in their communities and beyond.

**Job Description**

The ideal candidate, as part of CRM’s founding academic team will possess an ambitious vision for academic excellence, an appreciation for systems that support student success, a culturally responsive mindset, and a commitment to collaboration and growth with all stakeholders. The ideal candidate will create and contribute to a positive school culture that promotes growth, resilience, accountability, and achievement for all students. The Founding Guidance Counselor will provide social and emotional guidance to all students. This person will also work effectively with parents/families and community partners to support the needs of individual students and their families. In addition, the Guidance Counselor will work with school faculty to ensure the social and emotional needs of all students are met. Also it is an expectation that all faculty and staff support the spiritual mission of Cristo Rey Miami High School. Overall, the ideal candidate will be an integral member of the high-functioning, vibrant team that serves its students needs and cultivates their many talents to and through college.

**Essential Duties and Responsibilities**

*Students*

* Provides social, emotional guidance to all students.
* Coordinates services and accommodations for those students needing such, as identified by their learning profile.
* Assists in the selection of students for special programs and projects.
* Administers learning style assessments, interpret and share the results with school faculty.
* Provides small and large group sessions (peace circles), as needed, to address students’ issues or conflicts.
* Helps students plan annual SMART goals and action plans.
* Responds to faculty requests for assistance in dealing with concerns that develop with individual students.
* Provides emergency support to students as needed during crises.
* Participates in the scheduling of students. Assists in the resolution of conflicts in student schedule, initiates appropriate schedule changes and secures administrative approval for all changes.
* Creates and leads school’s student ambassador program.
* Maintains regular contact with faculty and administration regarding the social and emotional needs of students.

*Families and Community*

* Coordinates and helps execute effective parent-engagement events.
* Participates and follows-up on parent conferences including monitoring the commitments made by teachers and other school staff at conferences.
* Serves as a resource consultant to parents and school personnel in locating services within the community to help meet the needs of individual students or families.
* Co-designs student events that contribute to a positive school culture.
* Works closely and effectively with parents and families to support the development of students.

*Professionalism*

* Leads by modeling the school’s core values and serving as an exemplar spiritual leader of the mission: treating all stakeholders with empathy and love, modeling excellence, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
* Approaches professional practice through a developmental lens, and enthusiastically participates in professional development; seeks and applies feedback from leadership and colleagues in the interest of growth; demonstrates drive and independence in accessing resources to further own development.
* Contributes fully, intentionally, and constructively to the team—administration, CWSP staff, faculty and school staff—in a range of contexts; collaborates with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
* Additional responsibilities as deemed necessary by the principal to advance the Cristo Rey Miami mission.

**Qualifications**

Successful applicants will embody the commitment to the mission of Cristo Rey Miami, be a contributor to the character of our founding team and the development of CRM. The school will seek to hire and retain individuals who are skilled in their field, involved participants in the community, active in their faith, and dedicated to the success of all students. In addition, they will meet or exceed the following requirements:

* Master’s degree in counseling or related field
* Three to five years of counseling experience
* Valid certification in Counseling or equivalent
* Ability and desire to effectively communicate and build relationships with families and students
* Demonstrated commitment to Catholic education.
* Demonstrated ability to connect with low-income, urban students and families.
* Proven commitment to diversity and equity
* Fluency in Spanish and/or Creole preferred

**How to Apply**

All interested and qualified applicants should submit the following documents by January 17, 2020. A complete application will include:

* Resume
* One-page cover letter
* Educational philosophy statement
* Professional references with respective contact information
* Portfolio of any relevant professional achievements
* One-page summary of an ideal guidance counseling department
* Please email your completed application as an attached PDF to [careers@cristoreymiami.org](mailto:careers@cristoreymiami.org)

**Anticipated Start Date:** June 22, 2020

(Founding faculty and staff will be required to participate in professional development days prior to start date)

**Salary and Compensation:** Cristo Rey Miami has a salary scale that is based on education and experience. Full time employees will be eligible for the following benefits: medical, dental, retirement, and other supplementary insurance.

**Disclaimer.**Cristo Rey Jesuit High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.