

***Position:*** *Director of Counseling*

*Starting date:* August 2020

*FLSA status: hourly or exempt position:* Exempt, 10-month position (mid-August – mid-June)

***Position description:***The ideal candidate will have strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of a Catholic, Jesuit college preparatory high school; the ability to respond effectively to the needs of a diverse and demanding student and parent population. The Director oversees both the personal counseling and college counseling departments.

***Supervision Received:***This position reports to the Principal

**Required Duties and Responsibilities**:

* Organizes, supervises, and evaluates the work of school counselors.
* Supervises Counseling Department operations, record keeping and budget.
* Manages all guidance programs.
* Is responsible for the coordination and administration of standardized testing.
* Facilitates department meetings to communicate department initiatives, student support issues, and ongoing support.
* Oversees the Parent Network.
* Serves on school committees and communicates with faculty and administrators on student support and counseling matters.
* Oversees the student advising system.
* Counsels students, both individually and in groups.
* Plans professional development activities for members of the Department.
* Serves as liaison for Student and Family Assistance Program.
* Performs other duties as assigned by Principal.

**Requirements and Skills**:

* Five+ years of experience in high school counseling.
* Masters’ degree in educational psychology/school counseling or related field.
* Strong written and verbal communication skills.
* Strong organizational and presentation skills with an ability to meet deadlines.
* Demonstrated ability to work collaboratively and independently.
* Computer skills and experience.
* Demonstrated commitment to the principles of Jesuit education as set forth in the MUHS mission statement and the “Profile of the Jesuit High School Graduate at Graduation.”

***Working Environment****:* This is a 10-month full-time position. It will require occasional evening and/or weekend work. It may involve bending, lifting and repetitive motion (event set up/clean up) and the use of computers and office equipment.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

Marquette University High School offers a competitive compensation package.

**How to apply:** If you are interested, please send a letter of interest, résumé and contact list of references to:

Human Resource Specialist, Marquette University High School

E-mail: jobs@muhs.edu | School Website: http://www.muhs.edu

3401 W. Wisconsin Avenue, Milwaukee, WI 53208

Phone: 414-933-7220 | Fax: 414-933-3086