Director of School Counseling
Saint Ignatius College Prep
Chicago, IL

Saint Ignatius College Prep, a Jesuit Catholic school in the heart of Chicago, is a diverse community dedicated to educating young men and women for lives of faith, love, service and leadership. Through outstanding teaching and personal formation, the school challenges its talented student body to intellectual excellence, integrity, and life-long learning and growth.

Position Description: Saint Ignatius College Prep invites applications for a full-time Director of School Counseling position. The Director of School Counseling leads the school's team of school counselors and helps shape and maintain the vision for the four year school counseling experience of our student body. Working at Saint Ignatius College Prep requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular activities.

Qualifications:

- Master's Degree and Type 73 certification in either School Counseling or School Social Work
- A minimum three years of experience working high school counseling, preferably in a leadership role
- Outstanding verbal and written communication skills
- Ability to work effectively with students and staff at all levels, displaying a positive attitude and exhibiting motivation and drive
- Evidence of ability and commitment to furthering the Jesuit, Catholic Mission and identity of the school
- Proficiency to work with Microsoft office applications, Google Workspace, and other applicable software
- Skilled at managing multiple projects simultaneously and ready to work collaboratively
- Self-directed with proven skills to assume responsibility, complete projects with minimal supervision, and work independently
- Experience developing and implementing programming to support the holistic development and wellness of students
- Roman Catholic preferred

Responsibilities:

- Manage and support assigned student caseload and treat each student with individual care (cura personalis) in overcoming any obstacles to their learning or personal growth.
- Serve as the conduit between School Counseling and the Prefect's Office by reporting directly to the Assistant Prefect for Mission
- Facilitate weekly department meetings to promote and ensure collaboration, the implementation of consistent counseling support, and sharing of best practices

- Facilitate regular, productive communication and learning among College Counselors, Learning Specialists, and Social Worker
- Handle escalated issues from parents and teachers
- Review applications, screen, interview, and train new department members when applicable
- Provide on-going mentorship for new school counselors
- Provide regular feedback, support, and direction for all school counselors, including but not limited to annual evaluation processes
- Cultivate and maintain a culture of collegiality within the department
- Support and promote on-going professional development and lifelong learning among department members
- Oversee parent education programming and model productive partnership between school counselor and parents
- Balance school counselor caseloads annually and handle any counselor change requests
- Oversee the department's role in annual registration processes and coordinate regularly with the Assistant Prefect of Studies
- Manage summer departmental responsibilities, including but not limited to student scheduling related communications
- Provide content for school publications, including the promotion of department initiatives/events and/or inclusion of helpful information and resources
- Provide a written summary of department updates for the Board of Directors as requested by the Prefect's office.
- Coordinate with Formation and Ministry department to provide counselor presence on Kairos retreats
- Work with Director of Communications to maintain a meaningful and current departmental web presence on school site
- Promote department within the faculty/staff community
- Develop and manage the operating and capital budgets for the department
- Coordinate the department's role in school wide events, including but not limited to Open House
- Coordinate departmental needs with the Technology Department
- Participate and serve on school committees and present to/for various school teams/groups as needed
- Continue to pursue professional development in the field of counseling

Work Schedule and Salary

- This position is a full-time, 12-month position with federal holidays and set number of vacation days
- Salary based on qualifications and experience

General Information

- The School Counseling office consists of the Director of School Counseling and five School Counselors

- Employees are expected to work as many hours as their job responsibilities require, which includes evenings and weekends on occasion.
- This position is eligible for Saint Ignatius College Prep's excellent benefits package.
- This is not a telecommuting position.
- This position reports to the Assistant Prefect for Mission.

Updated February 2023