

**Department Chair of School Counseling**

*FTE = 0.2 FTE formation responsibility & 0.8 FTE department chair 11-month faculty position*

***MISSION***
Our mission is to form women and men for meaningful lives of leadership and service in imitation of Jesus Christ through a college preparatory education in the Jesuit, Catholic tradition. We strive to be a diverse and committed community responding to our God-given call to become women and men for others who are religious, intellectually competent, physically fit, loving, open to growth and committed to doing justice.

We seek a committed, faith-filled, academically qualified leader who is able to embody and advance the mission of the school as an apostolic work of the Society of Jesus and serve as the **Department Chair of School Counseling**.

***ROLE OF THE DEPARTMENT CHAIR OF SCHOOL COUNSELING***

Department Chairs at Loyola Academy are faith-based, Christ-centered leaders who are rooted in Ignatian spirituality and the Spiritual Exercises of Saint Ignatius of Loyola. He or she is a person who models *cura personalis* with the entire community at Loyola Academy – students, parents, faculty and staff members. Ignatian leadership calls a department chair to be a person who embodies the characteristics of intellectual competence, conscience, and compassion in all aspects of his or her role in the school*.* In all professional activities, a Department Chair approaches one’s vocation as an Ignatian educator with a sense of joy, vigor and passion so as to encourage others to the same position of leadership.

***ADMINISTRATIVE RESPONSIBILITIES***

Creates a collaborative, collegial and nurturing environment in the department . Conducts hiring processes for faculty candidates to the department and recommends top candidates to the Principal; seeks to bring excellent, experienced faculty into the department Supervises the registration process and communicates with the Assistant Principal for Academics and the school counselors about this process. Develops Master Schedule for the department Maintains confidentiality and appropriate boundaries amongst department members and between the administration and the department Acts as a liaison from administration of the school to department members; Articulates the goals, mission and vision for the department at public events such as the Articulation Meeting, High School Placement Test, Freshmen Interviews and other selected events Sets agenda and facilitates all department meetings and late arrivals for the academic year and oversees team meetings Serves as a contact for parents and guardians when there are questions or concerns relevant to the department or department members Builds cross-departmental relationships and seeks to create cross-curricular connections and dialogue where necessary Communicates with administration during summer months as responsibilities around hiring, course placement, parent concerns and summer school arise Practices *care of the whole person* by being attentive to the personal needs of department members Advocates for department members and holds department members accountable when necessary Serves on the Cura Team. This team reviews identified students who are struggling academically, psychologically and/or behaviorally. This team meets on a weekly basis. Collaborates with the department chair for college counseling. Collaborates regularly with ~~Dr. Sam Cardone~~, consulting psychologist. Attends re-entry meetings that require a more intense level of support. Meets and communicates regularly with designated administrator.

***SUPERVISORY RESPONSIBILITIES***

Supervises the school counselors, coordinators within the department – Clinical Coordinator, School Psychologist, Formation Coordinator, Health and Wellness Coordinator – and the administrative assistant for the Counseling department. Encourages department members to serve in school’s religious and mission-centered activities such as retreats, service trips and faculty formation events Conducts classroom observations based on the evaluation cycle of tenured and non-tenured faculty members Connects faculty members with mentors and instructional coaches in order to receive unbiased feedback on their teaching Provides meaningful, constructive and efficient feedback to department members which is both challenging and affirming of a faculty member’s performance; documents both positive performance and areas of growth Encourages faculty members to grow professionally on an annual basis, providing areas for future focus with the necessary support to reach goals Develops faculty leadership in the department by promoting professional development opportunities, participation in school committees/initiatives and opportunities for leadership in the school Researches and provides new materials, technology and information on best practices for faculty members to use in their classroom which are current to changes in the academic discipline of the department Meets regularly with the Formation Coordinator, Clinical Coordinator and Health and Wellness Coordinator. Communicates regularly with the team leaders for the Maroon and Gold teams. Collaborate on specific cases with school counselors as part of their ongoing development but also as a way to enhance support for students.

***IMMEDIATE CARE MANANGEMENT***

* Supervises the handling of crisis situations as they arise and directs school counselors to appropriate internal resources.
* Communicates with those involved directly in handling the crisis (ie: internal resources - school counselor, health and wellness coordinator, clinical coordinator and/or psychologist).
* Communicates crisis information as needed with the administration as well as faculty and staff, if necessary.
* Available to handle high-level crisis situations outside of regular school hours, as needed.
* Provides guidance and direction to adults in the community when crisis situations occur off-campus or after-hours (ie: retreats, athletics, field trips, etc.).
* Provides final approval on the action plan for handling crisis situations.

***CURRICULUM, INSTRUCTION AND COUNSELING RESPONSIBILITIES***

* Student caseload of 25-28 students.
* Teach one section of Formation (0.2 FTE)
* Monitors the work of the Coordinator for Formation.
* Leads and coordinates continuous review of department curriculum and alignment with state, national and JSEA standards as necessary, which includes attainable learning goals for courses
* Facilitates the creation, review and analysis of year-end assessments for Formation levels
* Models excellence in their own instruction in the classroom and seeks to encourage their department members to become master educators

***BUDGETING AND PURCHASING RESPONSIBILITIES***

* Maintains accurate and up-to-date records for departmental budget
* Coordinates the purchasing of supplies, materials, and equipment for the department and approves these requests in an equitable way
* Ensures that the priorities of the budget align with student needs and goals of the department
* Communicates in a transparent way with department members and the school administration about budgeting needs on an annual basis
* Determines budget for ongoing professional development for department members and approves participation of professional development.
* Type reports, memos, letters and other documents using word relevant computer software.
* Answer phone calls and direct calls to appropriate parties or take messages.
* Record, type and distribute meeting minutes.
* Greet visitors and determine whether they should be given access to specific individuals.
* Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
* Perform general office duties such as ordering supplies and maintaining records. File and retrieve documents, records and reports.
* Make travel arrangements for executives.
* Schedule meetings; Coordinate catering for the meetings.

***COMPETENCIES/REQUIRED SKILLS***

* Communication Proficiency.
* Time Management.
* Collaboration Skills.
* Personal Effectiveness/Credibility.
* Flexibility.
* Technical Capacity.
* Understanding the importance of confidentiality and discretion.
* Minimum of 5 years of experience supporting senior executives.
* Advanced understanding of Microsoft Office suite
* Strong Organizational Skills
* Ability to Multitask with several projects
* Excellent Time Management Skills

***PREFERRED EDUCATION AND EXPERIENCE***

* Skills and ability to prioritize competing tasks and projects
* Strong interpersonal, oral and written communication skills; high degree of comfort communicating cross culturally
* Quality-driven, results-focused approach to work, and a strong attention to detail
* Experience leading professional staff

*Disclosure: The above job description is meant to describe the general nature and level of work being performed. This job description in no way states or implies that these are the only duties and responsibilities to be performed by the employee occupying this position or the only necessary skills. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.*