



Director of School Counseling JOB DESCRIPTION

Title:

Director of School Counseling

Reporting:

The Director of School Counseling reports directly to the Principal.

Role:

The Director of School Counseling is a Full-Time faculty member.

OVERVIEW OF RESPONSIBILITIES:

Loyola seeks a full time school counselor to serve as the Director of School Counseling for the academic year beginning September 2024; responsibilities include both personal and academic counseling. Faculty members at Loyola hold students accountable to high levels of academic excellence in a rigorous college preparatory program, and this should be reflected in their own professional standards and commitment. The School Counseling department is instrumental in assisting students through Loyola's academic resource program (which provides academic support to students in academic difficulty and/or students with accommodations) and providing social-emotional and mental health support for students.

In the tradition of *cura personalis* (care for each individual across each of their dimensions), Loyola's faculty members are also expected to participate and be engaged in the life of the school outside the classroom; an ability and desire to contribute to the co-curricular and spiritual life of the school is required.

Primary Responsibilities include:

- Providing academic and social/emotional counseling for a caseload of approximately 110 students
- Planning and facilitating group guidance curriculum in a classroom setting
- Facilitating group counseling for areas of student concerns
- Assisting in the development of school-wide programming addressing student social-emotional well-being
- Effectively collaborating with parents, teachers, and administrators to best support student needs
- Providing supervision and guidance for department members, including another school counselor and sometimes an intern from a local university
- Working with the school administration and with faculty to provide student support in academics and in social/emotional areas
- Serving as a member of the Student Life Team and the Academic Council
- Co-curricular involvement with affinity groups and clubs

Necessary Skills and Qualifications:

- A Master’s degree in school counseling, mental health counseling, social work or a counseling-related field is required
- Appropriate field-related state certification or licensure preferred
- A minimum of three years of counseling experience in a school setting is required and five years is preferred
- A commitment and experience in diversity, equity, inclusion, and belonging
- Some experience in Jesuit/Catholic education is preferred, and a commitment to the mission of Jesuit education is required.

Status:

The position is a 10-month faculty position from September to the end of June.

Typical Level of Interaction:

Requires interaction with all School departments in addition to students and families.

Work Environment:

All prospective employees are required to complete a necessary background check and mandatory fingerprinting.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunities:

It is the school’s policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizenship status, qualified handicap, sexual orientation, marital or veteran’s status or inconsequential handicaps. This policy pertains to every aspect of an individual’s relationship with the School.

Salary Range: \$80 – 100K, depending on experience level

Applications:

Interested candidates should submit a cover letter and resume electronically by **July 20, 2024** to employment@loyolanyc.org. Please include the words **Director of Counseling** in the subject line.

All prospective employees are required to complete a necessary background check and mandatory fingerprinting.