**GUIDANCE COUNSELOR AND COLLEGE ADVISOR**

*Regis High School is a Catholic, Jesuit, college preparatory school for approximately 530 academically gifted and talented young men. Located in New York City and founded in 1914, Regis is the only Jesuit, full-scholarship high school in the country. Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. Regis seeks to inspire and educate the ethnically diverse young men in its care to become imaginative Catholic leaders committed to promoting justice and exerting leadership in the Church, in their civic community, and in their future chosen profession.*

***Position Summary:***

Regis seeks a qualified candidate to join its faculty as a full-time guidance counselor and college advisor in its Guidance Department beginning August 30, 2021 and with the school year ending on June 10, 2022. This is a full-time faculty position. Work hours may vary and may include some evenings and weekends for special school events. Salary is very competitive for the New York City area and is commensurate with experience.

***Requirements:***

* Masters Degree in Counseling or Social Work
* Position includes teaching group guidance classes
* Experience working with adolescents
* Excellent organization and communication skills

***Preferences:***

* Successful school counseling experience (middle school, high school, or higher education)
* Demonstrated classroom teaching experience
* Experience with PSAT/SAT/ACT/AP counseling and college guidance counseling
* Experience with Naviance
* Familiarity with and understanding of practical uses of technology for instruction

***Specifically, the Faculty Member***:

1. supports the Jesuit/Catholic mission of the school;
2. works in collaboration with the administration in observing the principles and ideals for which Regis High School stands and should conduct himself/herself at all times in a manner which shall not bring reproach upon himself/herself;
3. devotes energies to teaching and counseling in conformity with the policies of Regis High School and is subject at all times to the general control and supervision of the Principal;
4. conducts scheduled one-on-one student counseling sessions (at least one per trimester) on issues ranging from family and personal development to academic planning, standardized test interpretation, and general progress and performance;
5. counsels a case load of approximately 45 seniors;
6. conducts a minimum of two family sessions;
7. conducts group guidance classes;
8. conducts unscheduled one-on-one student “drop in” counseling sessions during the school day, as necessary, and be generally available to the students through the school day when not teaching class. The counselor is expected to be available each day until 4:00 PM.
9. participates in regular department meetings;
10. assists at regularly scheduled parent –teacher conferences and maintain contact with parents on an “as needed” basis;
11. organizes meetings with the academic advisors during the school year to discuss student progress;
12. identifies and assists students in academic difficulty;
13. serves as a liaison with academic advisors, classroom teachers, and administrators to aid in facilitating the students’ academic, emotional, social, and spiritual development;
14. M aintains accurate and up to date files on students, incorporating notes from individual meetings (and student assignments, if appropriate);
15. displays competent and current knowledge of guidance and counseling, and participate in professional development activities;
16. will perform services that may include proctoring;
17. is responsible also for attendance at events listed in the school’s *Employee Handbook* under “Faculty Staff Participation in Key Events,” attendance at faculty meetings, and participation in other such professional incidental services, in the judgment of the Principal, and as the needs of the school require;
18. will assist students with the college research and admission process, including reviewing essays, resumes, application and writing letters of recommendation;
19. will assist with college information sessions held for Regis students in the fall;

***To Apply:***

Interested applicants should submit a cover letter, resume, statement of educational philosophy, and a list of three references by email to Ms. Silvia Gerber, Secretary to the Search Committee, [employment@regis.org](mailto:employment@regis.org). Qualified applicants, when all their required documents are submitted, will be contacted regarding next steps.

Regis is an equal opportunity employer.