

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	School Counselor	<b>DATE:</b>	May 2024
<b>DEPARTMENT:</b>	College Counseling	<b>SALARY RANGE:</b>	\$70k - \$95k
<b>REPORTS TO:</b>	Paul Jordan, A.P. for Student Life	<b>CLASSIFICATION:</b>	Exempt
<b>WORK SCHEDULE</b>	This position is a full-time (100%), 10-month position, scheduled to work 7:30 a.m. – 3:30 p.m. during the school year.		

**Summary** – A Loyola Counselor manages a caseload of approximately 130 students, consisting of groups of students from each grade level. These students remain in the counselor’s caseload for all four years of high school. The counselor provides guidance and support as they navigate high school and explore, evaluate, and apply to a diverse group of colleges and universities.

### ESSENTIAL FUNCTIONS

**Duties & Responsibilities include but are not limited to:**

- Responsible for a caseload of approximately 130 students from diverse ethnic and socio-economic backgrounds.
- Provide generalized guidance and support services for students in small group and classroom settings as well as provide personal and individualized student guidance and counseling in one-on-one settings.
- Balance support between the academic issues of time management or engaging with their teachers, and helping students navigate personal issues they may face with their friends, at home or in other non-school settings.
- Make critical assessments and referrals, following up as necessary.
- Consult with teachers, staff, parents, fellow counselors, and administration regarding the developmental needs of the students.
- Foster an environment where collaboration, leadership, and teamwork is paramount.
- Attend and participate in school-wide events and functions including, but are not limited to: liturgies, faculty & staff and department meetings, back to school nights and parent evenings, open house, proctoring, and student assemblies.
- Incorporate technology whenever possible to streamline work and enhance service to students.
- Responsible to create highly individualized letters of recommendation for each student in his or her student caseload.
- Meet with college admissions representatives who visit the campus and facilitate meetings between college representatives and our students.
- Assist in the planning and implementation of a series of college-related student and parent programs.
- Develop strong relationships with admissions officers at colleges and universities.
- Work closely with high school faculty to help facilitate their letters of recommendation.
- Assist with student course selection and topical presentations.

- May occasionally travel to visit colleges and universities as well as to attend/participate in professional development activities including but not limited to nationally recognized College Counseling conferences and seminars.
- Supports the high school through involvement in co-curricular activities including clubs, retreats, athletics, and other school-sponsored events.
- Work with Registrar to maintain records on seniors, including GPA's and transcripts.
- Updating an annual College Search Handbook, a resource mailed to junior and senior parents each summer, an extensive assembly of information about the college search process.
- Informs parents about test dates, local college events, and financial aid.
- Tracks admission decisions, statistics, and producing various reports.
- Participates in informational presentations to parents, regarding the counseling program.
- Awareness of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: The College Board, the National Association of College Admission Counselors, and the Western Association of College Admission Counselors.
- Maintain and disseminate information about standardized tests such as SAT, ACT, helping to administer AP and PSAT exams.
- Consults with other professional staff, outside agencies, and other organizations.
- Completes reports as required by Federal, State, and local agencies.
- Other duties as assigned

### **Education, Skills & Abilities**

- Bachelor's Degree
- Master's Degree in Counseling (or in progress)
- California Pupil Personnel Services Credential (highly desirable)
- Knowledge of behavior and mental health standards
- Ability to present to small groups of parents and students.
- Experience with college counseling at the high school level
- Significant participation in the co-curricular and Campus Ministry aspects of the school
- Knowledge of the college admissions process, collegiate and federal financial aid practices, and familiarity with colleges and universities nationwide.
- Working knowledge of Cialfo, the Common Application, and standardized testing programs including, but not limited to, ACT, SAT, PSAT, and AP is also an asset.
- Candidates must possess strong interpersonal communication and organizational skills as well as a genuine interest in working with students and parents/guardians in order to meet the needs of a diverse student population.
- Possess requisite computer skills sufficient to navigate school systems and databases.
- Ability to lead/moderate students, in large groups and one-on-one.
- Ability to communicate effectively, verbally and in writing at all levels.
- Self-motivated individual with the ability to work autonomously or as a team member
- Adapt fluidly to balancing competing tasks.
- Work well with community members including co-workers, volunteers and visitors.
- Relate to students, creating a bond that lasts for the duration of the students' high school experience and beyond.

### **Physical Skills and Abilities**

Position requires ordinary ambulatory skills sufficient to travel between campus locations; the ability to sit, stand, squat, bend, walk and manipulate (lift, carry, move) light to heavy weights of 10 - 40 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information relating to general office equipment.

*This list of duties and responsibilities are considered essential functions and are not considered to be an exhaustive list of all duties to be performed. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently.*