

Notre Dame School of Manhattan

School Counselor Maternity Leave Replacement

Start Date: December 1, 2022

Contact: Karina Vargas, Principal, vargask@cheznous.org

School Mission Statement

Notre Dame School of Manhattan offers a Catholic education for young women in the tradition of Anne de Xainctonge. Inspired by this 16th century pioneer in women's education, Notre Dame promotes academic excellence for girls, an awareness of God in their lives, and engagement in the world around them. At Notre Dame in the 21st century, the school's small, nurturing environment encourages each student to be open to personal and intellectual growth. The rich cultural, racial, and ethnic mosaic of Notre Dame's community and its urban location enhance global awareness. A challenging curriculum prepares talented young women for college and for lives of leadership and service.

School Setting

Notre Dame School of Manhattan is a small, independent Catholic school for young women, located in the vibrant West Village of Manhattan. The school boasts motivated, engaged students from exceptionally diverse backgrounds. Faculty and staff create and maintain a warm, supportive environment for their students and for one another. The school is affectionately referred to as *Chez Nous* and aims to create a second home for students and staff.

Notre Dame fosters an environment where young women will become spiritually and emotionally mature, using Ignatian discernment as a tool for decision-making and participating in prayer experiences, liturgies, service projects, and Ignatian retreats. With this formation, the students will grow to become women for and with others.

Qualifications

- Master's Degree in School Counseling
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
- Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.
- Working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results.
- Enhanced knowledge of college search and application process
- Knowledge of educational software (i.e. Naviance)

Responsibilities

- assists with College Presentation Night in the spring
- attends weekly meetings with the counseling team, President, Principal, and Asst. Principal
- processes referrals to the school counseling department from the administration and the faculty
- meets with parents, teachers and administrators to facilitate the personal and academic growth of the students
- processes and follows up on referrals to outside hospitals, agencies, psychologists and counselors
- prepares graduation and Honors Assembly awards and “scripts” in collaboration with the administrative team
- handles summer school placement
- informs Principal/Asst. Principal of serious student concerns and needs as they occur
- conducts guidance classes for all grade levels
- provides college advisement and follows up on the application process for each senior
- provides personal student counseling and keeps Principal/Asst. Principal informed regularly
- collects and updates student transcripts and data sheets
- maintains college counseling website
- advises on programming for the next academic year in cooperation with the administration
- maintains student records
- processes all college applications
- monitors attendance in the extended day program to ensure that the students attend as required
- is available and onsite from 8 am – 4 pm each school day
- is present during the exam periods from 8 am – 4 pm each day