

SCHOOL AND COLLEGE COUNSELOR

POSITION DESCRIPTION

Job Title:	School and College Counselor	Date:	Feb 2023
Department:	Guidance & Student Affairs	Last update:	Feb 2023
Status:	X Exempt Non-Exempt	Classification:	11 Months
	X FT PT		

POSITION SUMMARY

Currently, Pallotti seeks a full time (11 month) School/College Counselor to begin in early August 2024.

Pallotti is redesigning our School and College Counseling Department and are looking for someone incredible to join our team. The new model of the department will have the counselors be proficient in all aspects of school and college counseling and divide the student caseload alphabetically. The school counselor will build rapport with students and foster an environment where both the counselor and student feel comfortable. She/he will also be able to demonstrate a history of successfully offering proactive and solution-focused counseling with the age group. This is a full-time academic year position, reporting to the Assistant Principal for Student Affairs.

MISSION AND CORE VALUES

St. Vincent Pallotti is a coeducational, Catholic, secondary college preparatory school in the Archdiocese of Washington. Pallotti offers young men and women the best of both worlds. We are large enough to boast a wide-ranging curriculum, cutting edge technology, and a diverse selection of extracurricular activities. Pallotti is committed to developing men and women of diligence, empathy, and scholarship who responsibly embrace the challenges of our world.

All faculty and staff must demonstrate a commitment to the core values of St. Vincent Pallotti High School. Our community, Catholic identity, academic excellence, tradition, diversity, leadership, and communication are all important to our core beliefs and values.

JOB REQUIREMENTS:

- Demonstrate a passion for working with adolescents in a Catholic, college-prep setting
- Support and uphold the mission of a Catholic and Pallottine educational community
- Provide crisis, individual and group counseling as well as classroom guidance
- Demonstrate the ability to counsel students dealing with personal, academic, developmental, disciplinary, and wellness issues
- Provide short-term counseling to students; provide referrals for long-term mental health support
- Advocate for students at student-focused meetings
- Collaborate with fellow counselors, faculty members, and the administration in supporting students and serve as a resource to colleagues on issues relating to student development and overall well-being
- Be able to coordinate counseling programs and support other school-wide programs
- Coordinate students' schedules in partnership with the Assistant Principal for Academics
- Advise caseload students regarding course selection each year
- Assist with the coordination of the PSAT, SAT, and AP Testing Programs
- Advise and support students and families; conduct individual and family meetings; counsel students and their parents throughout the entire college admission process

- Provides students and their parents with informative and up-to-date scholarship, financial aid, and College Counseling resources
- Assist caseload students with the Naviance program in order for them to begin and continue to work through the college search and application process
- Manages and creates relationships with universities and colleges that are mission appropriate and best fits for our students, both with on-campus visits and travel to those campuses
- Works closely with Registrar to ensure records of graduating seniors are kept up to date and effectively communicated to colleges and universities
- Helps to support and encourage faculty writing of recommendations for students applying to college
- Works in coordination with the Athletic Director for those students being recruited for college athletics and ensuring NCAA compliance
- Write individual letters for students highlighting their academic, extracurricular, and personal strengths; advise students on supplemental application materials, i.e., artistic submissions
- Meet with college admissions representatives who visit campus
- Work with colleagues to strategically assess and compile the annual school profile

JOB REQUIREMENTS:

EDUCATION

- Earned a Master's Degree in School Counseling, Social Work, or a related field

EXPERIENCE

- Possess superior communication and interpersonal skills
- Possess excellent time management and organizational skills and be able to adapt to the complexities of the job
- Have 2 or more years of college and personal counseling experience in a high school setting
- A strong work ethic, and the ability to maintain a high level of confidentiality and discretion at all times
- Be open to taking a role in the school community outside of the classroom

Salary is commensurate with experience.