

Executive Director of School Counseling, Academics & Student Wellness

Sacred Heart Academy | 47 Cathedral Ave, Hempstead, NY

Start Date: August 1, 2026 (12-month position with modified summer schedule)

Salary: Starting at \$130,000 commensurate with experience

Position Overview

Sacred Heart Academy, a premier all-girls Catholic college preparatory school on Long Island sponsored by the Sisters of St. Joseph of Brentwood, seeks a dynamic, experienced and faith-filled leader to serve as Executive Director of School Counseling department in the Minson Family Student Center. The Executive Director provides visionary leadership for a comprehensive, student-centered counseling program that supports academic excellence, college readiness, social-emotional growth, and ethical character development in a rigorous Catholic college preparatory high school environment. The Executive Director supervises and coordinates the counseling department, collaborates closely with administration, faculty, parents, and external partners and ensures that all students are challenged and supported to achieve their highest potential.

This newly created position requires a highly organized, collaborative, and student-focused leader who can maintain exceptionally high professional standards while fostering a culture of care, accountability, and continuous improvement.

Primary Responsibilities

Leadership & Program Management

- Lead and supervise the school counseling department, including counselors and social worker.
- Develop, implement, and evaluate a comprehensive 9th-12th grade level counseling program aligned with SHA's mission and strategic goals.
- Support counselors in delivering consistent, developmentally appropriate social-emotional learning (SEL) classroom instruction throughout the year.
- Establish clear departmental expectations, procedures, and standards of professional excellence.
- Analyze student data and trends to improve academic outcomes, student wellness, and college placement success.
- Oversee IEP and 504 Plan requests, reviews, and administration.
- Responsibilities include a student caseload of approximately 150, 11th -12th students.
- Facilitate regular departmental meetings, professional learning, and program review initiatives.
- Collaborate with school leadership on policies, scheduling, student support systems, and crisis response planning.

Academic Counseling

- Guide students in course selection and academic planning consistent with college preparatory expectations and academic excellence.
- Monitor student academic progress and intervene proactively when concerns arise.
- Collaborate with the Assistant Principal to create a Master Schedule.

- Support students in developing strong study skills, time management, resilience, self-advocacy and leadership skills that define a SHA education.
- Work closely with teachers, learning specialists, and administrators to support student achievement.
- Ensure equitable access to advanced coursework, enrichment opportunities, and academic support services.

College Counseling & Postsecondary Planning

- Work closely with the SHA Director of College Counseling to provide a highly effective college counseling program focused on top, selective college admissions and best-fit outcomes.
- Maintain strong relationships with colleges, universities, and educational organizations.
- Ensure timely preparation and submission of transcripts, recommendations, school reports, and supporting data management, record keeping and documentation.

Social-Emotional & Student Wellness Support

- Promote a safe, inclusive, and supportive school environment for adolescent young women.
- Provide leadership in responding to student mental health concerns, crisis situations, and referrals to outside professionals when necessary.
- Support initiatives related to student wellness, belonging, character education, and healthy decision-making.
- Collaborate with families and outside agencies to support student needs.
- Ensure counseling practices reflect confidentiality, ethical standards aligned with SHA's mission, and legal requirements.

Qualifications

- Master's degree in School Counseling, Educational Leadership, Psychology, or related field required.
- Appropriate state certification/licensure in school counseling required.
- Minimum of 10 years of successful counseling experience in a secondary school setting preferred.
- Prior leadership or supervisory experience strongly preferred.
- Deep knowledge of college admissions, academic advising, adolescent development, and counseling best practices.
- Strong special education experience with IEP and 504 Plan implementation.
- Exceptional organizational, interpersonal, written, and verbal communication skills.
- Demonstrated ability to lead with professionalism, empathy, discretion, and high expectations.
- Commitment to Catholic education and the integration of the mission of SHA's founders, the Sisters of St. Joseph.

Desired Characteristics

The ideal candidate will:

- Demonstrate unwavering commitment to student growth and achievement.
- Thrive in a rigorous academic environment with high expectations.

- Build strong, trusting relationships with students, families, and colleagues.
- Lead collaboratively while maintaining accountability and excellence.
- Balance compassion with firmness and sound professional judgment.
- Exhibit initiative, flexibility, and strong problem-solving skills.
- Foster a culture of integrity, inclusivity, wellness, and continuous improvement.

Work Environment

This position operates in a fast-paced, faith-filled, college preparatory school environment serving ~650 9th-12th grade young women that values academic rigor, innovation, collaboration, and student-centered leadership. Evening and occasional weekend commitments may be required for parent programs, college events, and school functions.

Interested candidates should send a cover letter and resume to careers@sacredheartacademyli.org.