



School Counseling Department Chairperson

Sacred Heart Academy | 47 Cathedral Ave, Hempstead, NY

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

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 Chairperson of the School Counseling department. The School Counseling Chairperson 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 Chairperson 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 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 support staff.
- Develop, implement, and evaluate a comprehensive counseling program aligned with SHA's mission and strategic goals.
- Establish clear departmental expectations, procedures, and standards of professional excellence.
- Coordinate counseling services across 9th-12th grade levels to ensure continuity and consistency.
- Analyze student data and trends to improve academic outcomes, student wellness, and college placement success.
- 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.
- 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

- Oversee a highly effective college counseling program focused on top, selective college admissions and best-fit outcomes.
- Advise students and families regarding college selection, admissions requirements, standardized testing, financial aid, scholarships, and application timelines.
- Coordinate college-related programming including workshops, college fairs, visits from admissions representatives, and parent information sessions.
- 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.

Collaboration & Communication

- Serve as a key liaison among students, parents, faculty, administration, and external partners.
- Communicate effectively and professionally with families regarding academic progress, student concerns, and college planning.
- Participate actively in school leadership teams, faculty committees, and strategic planning initiatives as an advocate for school excellence.
- Support faculty and staff through consultation regarding student concerns and developmental needs.

Professional Expectations

- Stay current on trends and best practices in counseling, adolescent development, college admissions, and mental health.
- Maintain appropriate licensure and professional affiliations.
- Model Catholic values, professionalism, integrity, cultural competence, and commitment to high standards of excellence.
- Uphold all school policies, ethical guidelines, and accreditation standards.

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.
- Special education experience, experience with IEPs and 504s
- 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.

To apply, please submit your resume with a brief cover letter and your salary expectations to careers@sacredheartacademyhempstead.org.