



OVERVIEW

Saint Joseph Academy (SJA) is a private Roman Catholic college preparatory school for students in grades 7-12 run by the Marist Brothers. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to join the counseling team and serve as a high school guidance counselor.

MINIMUM QUALIFICATIONS

A certified instructor serving in the capacity of School Counselor must possess:

1. Master's Degree in School Counseling or related mental health field from an accredited institution of higher learning (licensure or certification preferred)
OR
2. Be currently enrolled in a master's degree in counseling program (mental health), placed on a TCCB ED Deficiency Plan and **MUST** be under direct supervision of a licensed counselor.

SCHOOL COUNSELOR PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

1. Is responsible for individual and group counseling of any personal, social, occupational or educational nature for any students, parents, or faculty of the school and any assessment, treatment, or referral process necessary therein.
2. Receives referrals of students from faculty, does an "intake interview" taking family, social, and educational history, develops improvement plan, and communicates with family and teachers for implementation.
3. Works individually with students throughout the college application process, providing guidance in the college search process as well as in the actual preparation of college applications.

4. Is involved in the school standardized testing program, including preparation, administration, analysis, and interpretation of results for such tests as the Iowa Test of Basic Skills, the PSAT, career testing, and Advanced Placement testing.
5. Is responsible for report writing which includes record keeping, treatment plans, and summaries for student files.
6. Collaborates with the members of the Counseling Department in the creation and publication of College Planning handbooks for juniors and seniors.
7. Collaborates with members of the Counseling Department in developing and presenting educational programs and materials for parents and students pertaining to the college application process, including written materials and letters, parent meetings for junior and senior parents, and individual meetings.
8. Works with CIALFO Application software to create college lists, generate reports, maintain student records, and import and export data as needed.
9. Oversees the dissemination of financial aid and scholarship application information to all students and parents.
10. Consults with professionals involving referrals into or out of the office and professional team collaboration.
11. Provides career counseling and assists with development of Career Day activities.
12. Coordinates various academic programs relative to assigned grade(s).
13. Assists Counseling Department personnel with other activities such as the College/Financial Aid Fair, Career Day, College Student Forum, Awards Assembly, and Graduation, as needed.
14. Works closely with Administration regarding disciplinary concerns, assessments, and student behavior.
15. Performs all other duties delegated by the Administration.

PRIORITY WILL BE GIVEN TO APPLICATION MATERIALS RECEIVED BY

APRIL 15, 2026. POSITION WILL REMAIN OPEN UNTIL FILLED.

For more information or to apply, send your résumé, letter of interest, and references to:

**Francis X. Curley, Interim Principal
101 Saint Joseph Dr.
Brownsville, TX 78520
fcurley@sja.us**