HIGH SCHOOL COUNSELOR

ABOUT KENNEDY CATHOLIC HIGH SCHOOL

John F. Kennedy Catholic High School is a private Catholic high school, dedicated to providing quality Catholic education to all students, committed to fostering young people’s relationship with God, devoted to educating the whole person and driven to inspire a life-long commitment to learning and service.

COUNSELING MISSION

As an integral component of the school community, the Counseling Department actively supports the school’s mission by recognizing the unique needs and self-worth of all students. In order to assist students in reaching their fullest potential, in keeping with their individual gifts and talents, the Kennedy Catholic counselors intentionally support each student in developing his/her academic, personal/social knowledge and skills; identifying and planning for career/college preparation and becoming positive, contributing members of society.

QUALIFICATIONS

Education & Experience

Master’s Degree in counseling or school counseling
Possess or qualify for a valid Washington State Educational Staff Associate (ESA) certificate in counseling
Experience with a comprehensive high school counseling program preferred
Works effectively and productively as a member of a team, is flexible and collaborative
Demonstrated ability to work with a wide variety of high school students in a multicultural setting
Displays quality work through accuracy and attention to detail
Committed to continuous improvement and data based decision-making
Knowledge of RtI and TAT and counseling theories
Naviance experience preferred
Effective written, verbal and technology based communication skills, ability to present to an audience
Maintains a high level of ethical behavior and confidentiality that is student focused

JOB DESCRIPTION / RESPONSIBILITIES

• Implements the school counseling program by supporting the program philosophy, by utilizing data, by delivering student-centered competency-based services, and by managing resources effectively and efficiently
• Consults with and serves as a liaison for parents/guardians, teachers and students to support student performance, encourage academic challenge and promote rigorous plans of study
• Contributes to a guidance curriculum that integrates learning requirements, state and school graduation requirements, and competencies for academic, career and personal/social development
• Provides individual and small group counseling and/or activities and classroom lessons that enhance academic success, career planning and personal/social adjustment
• Advocates for students with all stakeholders, as needed.
• Maintains active contact with community resources and refers students and/or their parents/guardians to appropriate agencies as needed
• Participates in building level School Improvement Planning processes, including data collection and analysis, to improve school climate and enhance student success
• Monitors, evaluates and continually improves the school counseling program
• Monitors student academic progress, provides resources and advocates for interventions as needed.
• Meets with each student to discuss educational, career and post-secondary plans by enabling students to identify interests, values and career options. Evaluate student transcripts and progress toward graduation requirements. Communicates college entrance requirements and knowledge of college culture
• Assist in the course selection and the scheduling of all students. Coordinate and implement student schedule changes.
• Assists students with college testing, college applications and letters of recommendation
• Provides crisis intervention services; evaluates, documents and follows-up on suicidal/homicidal ideations or self-harm reports and assesses if further interventions are warranted.
• Coordinates the administration of standardized assessments, as required. Interprets and disseminates standardized testing results
• Communicates and exchanges information with parents via conferences and parent information nights
• Develop and implement a web and social media presence, maintains the counseling department web page
• Exhibits legal and ethical behavior in professional practice; follow and implement all school and Archdiocese rules, regulations, practices and policies.
• Continuously improves professional practices, models lifelong learning, and exhibits leadership in the school and professional community.
• Participates in / attends building and department meetings, as required. Facilitates training for teachers, staff and parents.
• Perform any other duties and responsibilities related to the department as may be requested by the Principal or designee.

Apply through AppliTrack by going to the Office of Catholic Schools website at https://www.applitrack.com/seattleshc/onlineapp/default.aspx?all=1 additionally, email your cover letter and resume to Peggy Cunningham, Assistant to the President, cunninghamp@kennedyhs.org or mail to: Kennedy Catholic High School Attn: Peggy Cunningham 140 S. 140th Street Burien, WA 98168-3496.