

Andrean High School Counselor Job Description

Our Catholic, college preparatory high school is looking for a Counselor to join our team. The successful candidate will be responsible for administrative tasks, and providing students with academic and psychosocial support. The candidate will assist students with school work, dealing with social stress, and other personal issues that might emerge during the school year. Andrean High School is a Roman Catholic, comprehensive coeducational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of approximately 500 students, with a strong diverse student population. Andrean High School is fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

Reports to: Director, Guidance Department, Principal, and Assistant Principal

Responsibilities:

General

- Provide students with a safe and non-judgmental manner to voice their personal concerns or worries.
- Oversee a particular assigned student caseload based on alphabet split or specific grade level needs.
- Utilize good communication and organization skills and be proactive with counseling project details and deadlines that occur throughout the school year.
- Remain informed of the State of Indiana diploma requirements offered at our college prep high school that is either the Core 40 or Core 40 with Academic Honors.
- Attend a minimum of one annual professional development workshop or seminar that will provide our counseling department with current academic or psychosocial topics and resources available. The valuable information gained and shared with our counseling team will serve for continued personal growth and current counseling trends for our youth in an ever changing society.
- Other duties as assigned by Administration

Academic/Career

- Develop positive one-on-one student relationships to learn their names, college goals, and career objectives and other details so you can better serve them and advocate for their particular needs.
- Help students develop academic plans in accordance with their skills, talents, and strengths for scheduling appropriate courses each year.
- Work closely with seniors on sending their college transcript requests electronically to various schools via the online Naviance program.

Counseling

- Demonstrate confidentiality which is a must when treating students with diagnosed or confidential psychosocial issues and their documentation.
- Facilitate crisis intervention, prevention programs, and support groups as needed.
- Communicate with teachers, parents and administrators on an ongoing basis about behavioral and academic problems.
- Implement student and parent presentations or training sessions on the various educational needs and resources available for each grade level.

Administrative

- Assist school administrators and educators with planning and carrying out school-related programs and events.
- Work collaboratively with the Learning Specialist, School Nurse and other supportive staff who deal with our students' special needs and short-term or long-term health or medical issues.
- Analyze student performance and grades earned in the classroom to provide guidance and identify potential problems.
- Offer a "College Financial Aid Night" for junior and senior families and provide them with scholarship resources and FAFSA information.
- Collaborate with the administration on the scheduling needs and courses offered through the student database system.
- Assist the Director of Enrollment Management with the course scheduling needs of incoming freshmen and transfer students new to our high school.
- Participate and help as needed in the annual college fair scheduled in the spring during evening hours.
- In collaboration with the Assistant Principal, administer student testing needs such as with the PSAT, ISTEP, ECA, and AP exams.

Degree Requirements: Masters in School Counseling or Masters in School Social Work

Licensure Requirements: Valid Indiana Professional Educator's License in School Services (if licensed in another State, be willing to pursue certification in Indiana or be working toward one)

Diocesan Requirements: Completion of appropriate criminal background check and drug screening. Applicants must be VIRTUS trained, or have training in an equivalent safe environment program.

This position is an exempt staff position beginning August 1, 2017 through June 15, 2018. Partial summer coverage will be expected.

Interested Applicants may submit cover letter of interest, resume, and three references to:

**Diocese of Gary
Andrean High School
Mrs. Hether Lytton
5959 Broadway
Merrillville, IN 46410**