

## St. Bernard Preparatory School

**JOB TITLE:** GUIDANCE COUNSELOR

**QUALIFICATIONS:**

1. A master's degree from an accredited college or university with a major in guidance and counseling and course work in psychology, testing and measurement, sociology, and education.
2. Must be eligible for a valid teacher's certificate, with endorsement in counseling and guidance.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Headmaster

**SUPPORTED BY:** Headmaster

**JOB GOAL:** To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist in the implementation of the Mission of St. Bernard Preparatory School.
2. To assist in cultivating an environment which is connected to the Catholic identity and institutional charism of St. Bernard Preparatory School.
3. Develop and implement an effective school guidance and counseling program. Define and interpret the guidance and counseling program to students, teachers, parents, administrators, and school community members.
4. Develop, along with the Headmaster, the master schedule each year.
5. Coordinate the registration of new students and provide them with an orientation to school procedures and the school's various opportunities for learning.
6. Assist students in developing a high school curriculum plan and provide a method for documenting and reviewing the plan annually.
7. Educate students and parents about college, the college admission process, trends, procedures, and testing; advises and supports all seniors and families as they go thru the process; and helps students and families aspire realistically and choose wisely. Assist with career preparation, disseminate scholarship information, and supply admissions requirements.

8. Write an official school recommendation for each senior as needed/requested; maintains resources for college admissions and requirements.
9. Act as lead advisor to the senior class. Monitors graduation requirements. Keep track of admission decisions, statistics, and makes a report to the Headmaster.
10. Coordinate special programs for students and parents concerning College Days, Career Days, and Financial-Aid Sessions. Also, coordinates nominations/applications for award programs such as National Merit, etc.
11. Coordinate the school's testing program. Maintains and disseminates information about standardized tests such as ACT, SAT, TOFEL, and helps to administer or schedule AP and PSAT exams, serves as AP Coordinator, and works with the school administration to arrange for extended time on these tests as warranted
12. Prepare informative reports and materials for Headmaster, teachers, students, and parents concerning the results of the school's testing program.
13. Assist teachers in identifying and interpreting problems that interfere with a student's ability to learn.
14. All staff participate in extracurricular activities as mutually agreed upon by faculty and administration. All staff must work one day of each of the Blooming Festival and Barbeque and Blues Events.
15. Provide individual and group counseling opportunities that may lead each student to increased personal growth, self-understanding, and maturity.
16. Establish effective working relationships with employers, agencies, and other institutions that may be of use to teachers, parents, and students.
17. Assume responsibility for individual professional development and for attending appropriate professional meetings
18. Complete/assumes other appropriate duties assigned by the Headmaster.

**TERMS OF EMPLOYMENT:** Ten and one-half-month agreement. Salary and work year set according to proper placement on current salary schedule and school calendar. Exempt employee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_