



JUNIPERO SERRA HIGH SCHOOL

## **JOB OPENING** **UPPER DIVISION COUNSELOR**

### **Qualifications:**

- Bachelor's Degree from an accredited college/university
- Master's Degree in Counseling or PPS Credential in School Counseling
- Three + years' experience in a guidance counselor role at the high school level or
- Two years minimum experience working in college admissions or high school college counseling
- Such alternative or additional qualifications as may be deemed appropriate
- Thorough understanding of selective college admissions processes and trends as they relate to financial aid, STEM, the visual and performing arts, international options, and athletics
- Excellent attention to detail and time management
- Exemplary written and verbal communication skills
- Organizational and problem solving skills

**Reports to:** Director of Counseling and Guidance

### **Responsibilities include:**

Introduction of college opportunities, review of options, assistance in application and financial aid application processes, and support with scholarship searches for students and their parents.

- Manage a caseload of juniors and seniors
- Counsel students regarding educational and social-personal issues
- Communicate and consult with teachers, administrators and parents regarding student progress and concerns
- Collaborate with the Academic Resource Specialist to best serve student needs
- Provide appropriate referrals to outside agencies and therapists when needed.
- Individual meetings with students and parents throughout the year
- Coordinate and team-teach the College Advising Seminar for juniors
- Academic counseling with seniors and juniors, for scheduling of juniors and following each mid-term and quarter grade reporting cycle
- Writing college recommendation letters for seniors and completing Secondary School Reports for those needing references for private colleges and scholarship programs
- Hosting some of the of the 100+ college representative visitors each year
- Responding to email and phone messages from parents, students, and universities
- Planning, publicizing, and presenting evening programs for parents appropriate for the grade level

- Planning and presenting informational workshops for students on UC/CSU applications, writing essays, and financial aid
- Attending pertinent conferences, meetings, and workshops to gather the best information and skills possible in the profession
- Visiting college and university campuses on sponsored tours each year to learn more about the institution and to inform them about Serra
- Performs such related tasks as may be assigned

**When:** 2019/2020 School Year.

**Salary:** According to existing contract.

**To Apply:**

Interested candidates should email the following documents using PDF format to:

[HR@serrahs.com](mailto:HR@serrahs.com):

- Cover letter explaining their interest and qualifications for the counselor position at Junipero Serra High School
- Resume
- Names, email addresses and cell phone numbers of references
- Two letters of recommendation

**STATEMENT OF NON-DISCRIMINATION** Juniper Serra High School adheres to the following policy: "All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)