



## CHRISTIAN BROTHERS HIGH SCHOOL

### Job Description

Job Title: **School Counselor - College**  
Reports to: Principal  
Status: Full-time - Exempt (10-months per year (paid over 12-months))  
Salary: TBD.

#### **The Mission of Christian Brothers**

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

#### **Summary of Position:**

Christian Brothers High School (CBHS) seeks candidates for a full-time college counselor position to promote the school's Lasallian Catholic mission by supporting students through the college process while also offering academic advising, personal counseling, and college/career planning.

*This is a full-time position beginning with the 2024/2025 academic school year.*

#### **Duties:**

All college counselors at CBHS are expected to have the ability to perform grade level counselor duties along with:

1. Assisting students in the college decision-making, application, and financial aid process, individually and in small group and classroom sessions.
2. Maintaining the student activity information files and college application files for the 11<sup>th</sup> and 12<sup>th</sup> grade students.
3. Complete counselor letters of recommendation, Secondary School Reports, and submit transcripts for students applying to colleges and scholarship programs. Coordinate, train, and advise teachers on the letter of recommendation writing and uploading process.
4. Coordination and arrangement of visits to CBHS by college and university representatives.
5. Coordination of students' visits to colleges.
6. Sending regular college updates to parents and students.
7. Attend and present one evening night for freshman families, one evening night for sophomores families, two evening nights for junior families, and three evenings for senior families (two college nights and a financial aid night.)
8. Updating and maintaining website information with Director of Communication.
9. Coordination of assessment, orientation and registration with the Los Rios Community College schools.
10. Compiling and maintenance of college application, admission, and financial aid award statistics for each graduating class.
11. Attending counselor conferences, workshops, breakfasts, college fairs, and other events relating to assisting students with college information and updates.
12. Be available in the summer to create and present a College Boot Camp for juniors and College Application Workshops for seniors.
13. Have the knowledge to properly advise and edit college essays/personal statements.

14. Understand how to assist athletes applying to NCAA and NAIA school and all eligibility requirements.
15. Manage the Scoir database.
16. Membership and participation in WACAC, NACAC, and RACC events.
17. Works with students at before and after school application workshops each fall.
18. Meet individually with each junior second semester to create a college plan.
19. Host quarterly Coffee with the College Counselor morning information sessions for parents of each grade level.
20. Planning the Private and Parochial College Fair on a rotating basis.
21. Assist in creating and distributing an annual College Counseling Handbook
22. Disseminates financial aid and scholarship opportunities.
23. Answer college and career related questions from students and families in grades 9-12 and consult with academic counselors on college/career related topics.

#### **Qualifications Knowledge and Skills**

1. Applicable experience effectively serving a variety of adolescent populations;
2. Strong communication skills, both written and oral;
3. Strong organizational skills and detail-oriented, with the ability to multi-task and meet multiple deadlines;
4. Knowledge of PowerSchool, Scoir, and Schoology preferred;
5. Proficient with standard business technology: Microsoft Office, web-based programs, and student information systems.

#### **Education and Experience**

1. Possess a master's degree in counseling or a related field;
2. Possession of a Pupil Personnel Services Credential preferred;
3. Continue personal, professional growth and development;
4. Previous college counseling or college advising/admission experience preferred.

#### **Physical Requirements and Work Environment**

1. Works in a highly active environment dealing with a wide variety of challenges, deadlines, and a diverse array of contacts.
2. Works collaboratively with other members of the Counseling Department.
3. Must demonstrate excellent attendance and punctuality.
4. May work at a desk and computer for extended periods.
5. Work primarily in a traditional climate-controlled office environment. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
6. Ability to grasp, push, and/or pull objects
7. Ability to reach overhead.
8. Ability to lift up to 25 lbs.
9. Ability to operate a computer
10. Ability to process written, visual, and/or verbal information
11. Ability to operate essential office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the position's essential duties with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

***Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.***

Interested parties should submit a resume and cover letter to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). This position is open until filled.