



# Christian Brothers High School

## Job Description

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Job Title: **School Counselor - Academic**  
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 grade-level school counselor position to promote the school's Lasallian Catholic mission by supporting students through academic advising, personal counseling, and college/career planning.

*This is a full-time position for the 2022/2023 academic year but will consider part-time for the duration of current 2021/2022 academic year.*

### **Duties:**

All grade-level school counselors at CBHS are expected to:

1. Maintain open, helpful, and healthy relationships with students in their care.
2. Possess and continually develop a professional knowledge of counseling techniques and resources appropriate for students addressing emotional, social, and academic development issues.
3. Engage constructively with students from initial contact through the various stages of follow-up.
4. Planning and promoting programs that enhance students' academic, social or emotional growth, e.g., Curriculum Fair, Career Fair, Underclass Honors Assembly & Senior Honors Program, Graduation, student enrichment or remediation opportunities, scholarship opportunities, and parent informational programs.
5. Meet with each student a minimum of one time each year during their tenure at CBHS.
6. Meet with parents of assigned students as needed or requested.
7. Develop and implement small group counseling sessions when opportunities are deemed necessary or useful by the Department Chair or the Administration.
8. Consult with the Counseling Department Coordinator as needed regarding any counseling situation with a student or parent/guardian that such a consultation would possibly enhance.

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9. Ensuring that students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation;
10. Guiding each student to choose courses consistent with their interests, abilities, and career plans;
11. Helping students develop post-secondary educational plans following their interests, abilities, and career plans;
12. Assisting students with the completion of college admissions applications.
13. Organizing and promoting standardized assessment opportunities and interpreting test results to students and parents on request.
14. Assisting the principal in the preparation of diploma lists and identification of honor graduates in preparation for the Senior Honors Program and Graduation;
15. Maintain professional relationships with fellow counselors, faculty, staff, and administrators.
16. Assist school administration by counseling students on probationary admission and those on academic or disciplinary probation.
17. Attend and participate in department meetings, professional development programs, department-sponsored evening programs for parents/guardians and students; support the co-curricular life of the school.
18. Work in close partnership with the Student Support Services Coordinator
19. Participate continually in a professional growth and development program as approved or required by the Administration.
20. Write letters of recommendation for students regarding college admissions, scholarships, and community honors recognition programs.
21. Actively uphold and support the school's commitment to diversity and inclusion, as articulated by our Core Principles.

### **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. 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.

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### 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.

Those interested should submit a resume and cover letter to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

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

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***This document neither constitutes an offer of employment nor acts as terms and conditions of employment.***

Christian Brothers High School is an Equal Employment Opportunity Employer.  
Minorities/Women/Veterans/People with Disabilities.

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