



CHRISTIAN BROTHERS HIGH SCHOOL

Position Announcement

Job Title: School Counselor, Fulltime
Reports to: Principal
Employment Status: Fulltime, Exempt; 10-months per year (paid over 12-months)
Compensation: Placement on the faculty salary scale (\$45,286 - \$88,334), DOE; generous benefit package available: medical, dental, vision and pension.

Summary of position: Christian Brothers High School (CBHS) seeks candidates for a full-time grade-level school counselor position who can promote the school's Lasallian Catholic mission by providing support to students through academic advising, personal counseling and college/career planning. The CBHS counseling department currently consists of four grade-level counselors, two college counselors and a full-time wellness counselor.

Essential Duties:

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

- Maintain open, helping and healthy relationships with students in their care.
- Possess and continually develop a professional knowledge of counseling techniques and resources appropriate for use with students addressing issues of emotional, social and academic development.
- Engage constructively with students from initial contact through the various stages of follow-up.
- Meet with each student a minimum of one time each year during their tenure at CBHS.
- Meet with parents of assigned students as needed or requested.
- Develop and implement small group counseling sessions when opportunities are deemed necessary or useful by the Counseling Department Coordinator or by the Administration.
- Consult with the Counseling Department Coordinator as needed, regarding any counseling situation with a student or parent/guardian that would possibly be enhanced by such a consultation.
- Maintain professional relationships with fellow counselors, faculty, staff and administrators.
- Work closely with the college counselors on navigating students through the college search and application process.
- Assist school administration through the counseling of students on probationary admission, as well as those on academic or disciplinary probation.
- Attend and participate in department meetings, professional development programs, department-sponsored evening programs for parents/guardians and/or students; support the co-curricular life of the school.
- Work in close partnership with the Student Support Services Coordinator, the Br. David Brennan Program Coordinator and Fundamental College Prep Program Director to guide students who participate in these programs.
- Participate continually in a program of professional growth and development as approved or required by the Administration.
- Write letters of recommendation for students regarding college admissions, scholarships and community honors recognition programs.

- Actively uphold and support the school's commitment to diversity and inclusion, as articulated by our Core Principles.

Minimum Qualifications:

- Possess a master's degree in counseling or a related field;
- Possession of a Pupil Personnel Services Credential preferred;
- Applicable experience effectively serving a variety of adolescent populations;
- Strong communication skills, both written and oral;
- Strong organizational skills and detail-oriented, with ability to multi-task and meet multiple deadlines;
- Proficient with everyday business technology: Microsoft Office, web-based programs and student information systems.

Physical Requirements and Work Environment

- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Works collaboratively with other members of the Counseling Department.
- Must demonstrate excellent attendance and punctuality.
- May work at a desk and computer for extended periods of time.
- Work primarily in a traditional climate-controlled office environment.

Interested parties should send a cover letter and resume detailing qualifications to hr@cbhs-sacramento.org. This position is open until filled.