

**Immaculate High School
Danbury, Connecticut**

SCHOOL COUNSELOR

Immaculate High School in Danbury, Connecticut has a School Counselor position available immediately.

School Counselors are responsible for being an advocate for students at all grade levels. Counselors are expected to use a variety of counseling techniques and conflict resolution skills to resolve student issues. The successful candidate will assist students with identifying an appropriate educational plan during their high school years and for college admission. The position is part of a team of six professionals and reports directly to the Dean of Counseling and Student Services.

Qualifications: Minimum of a bachelor's degree. State certification in school counseling and/or demonstrated knowledge of the college admission process is desirable. Experience working with Scoir is a plus.

Abilities: This position requires attention to detail, accuracy with student records, excellent communication skills and the ability to maintain confidentiality. The successful candidate must adhere to school, diocesan, state and federal agency policies and regulations.

JOB RESPONSIBILITIES:

Student Academic and Career Planning

- Register new students and enroll them in courses to meet graduation requirements.
- In collaboration with other counselors and the Dean, participate and plan student advisories for 10-12th grade students.
- Establish high standards and expectations for all students for academic performance and responsibility for behavior.
- Assist students with developing a student portfolio, including a resume, college applications, transcript, extra-curricular records, accomplishments and letters of recommendations.
- Assist in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
- Assist with the preparation and monitoring of Accommodation Plans for selected students.
- Organize and disseminate career, employment, and college opportunities, scholarship, financial aid, and other information about resources available to students and parents.

Data Management and Assessments

- Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law.
- Counsel individual students to resolve educational, personal, emotional, and social needs and other areas of concern identified by the counselor, student, parents, teachers or administrators.
- Make arrangements for assignments to be sent home for students who are absent for long periods of time.
- Assist with the administration of school standardized assessments. Interpret results to students, parents, and school personnel.
- Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques.
- Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employees and other agencies.
- Assist with approved research and follow-up studies related to student achievement, effectiveness of curriculum, student attitudes and perceptions, parent and community perceptions, status of graduates, and other information useful to the school to assess the overall program effectiveness for students.
- Complete other tasks as assigned by the Dean of Counseling. Participation in admission events and presentations (at night) is expected.

Communication

- Work closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the benefit of students.
- Work closely with, and involve parents in planning students' career plans, and assist in the resolution of school-related conflicts.
- Conduct meetings with students, parents, teachers, or administrators to help all to understand and assist students in achieving success in the school.
- Coordinate school and community resources when needed to assist a student and parents, working closely with other school personnel, including the administration, nurse, school social worker, registrar, and others.

This position is available immediately. It is a 199 day, full-time contracted position qualifying for all benefits. Salary range is \$50,000 to \$70, 000, depending on experience.

Please send a cover letter highlighting your experience and resume to:

Tim Nash
Dean of Counseling
tnash@myimmaculatehs.org

