



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

SCHOOL COUNSELOR

Job Summary: University of Detroit Jesuit High School and Academy is seeking an outstanding, highly qualified school counselor. A school counselor at the University of Detroit Jesuit High School and Academy is part of a team of counselors, faculty, staff, and parents who help each student become self-actualized, confident in his own goodness and inner processes, develop a healthy integration between self and self-concept, and grow intellectually, Spiritually, emotionally, and socially. School counselors are responsible for a caseload of approximately 275 students across grade levels. Through individual meetings and small and large group guidance activities, counselors provide holistic and proactive services which contribute to students' academic, career, and personal-social growth and development. The ideal candidate must be able to form relationships with students and be well-trained in content knowledge.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be "Men for Others."

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures: Submit cover letter, resume, and a completed teacher application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) along with copies of transcripts and teaching certificate to FacultyJobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Reports to: Chairperson, School Counseling Department

Employment Category: Full-time, Exempt, 10-Month

Duties and Performance Responsibilities:

Individual and group counseling

- Meets with students on a regular basis to monitor their personal, social, and academic development.
- Works to establish harmonious relationships with students, teachers, and parents, helping to ensure they will feel free to bring their problems for discussion.
- Advocates for students helping them articulate their point of view to parents, teachers, administrators, and other students.
- Coordinates students support groups.
- Aids in course selection in conjunction with the Academic Affairs Office.
- When needed, refers students of concern to the appropriate member of the school life team or other faculty and staff to maximize student success.
- When needed, refers students of concern for assessment or treatment or both: counselor follow-ups with outside specialists/programs; update the administration team.

Meeting and speaking with parents in the role of student advocate

- Initiates contact with parents.
- Assesses social/emotional issues with parents.
- Meets and speaks with parents.

Testing

- Coordinates and administers PreACT, PSAT, Advanced Placement Tests or NWEA.
- Interprets test results to students and parents.
- Analyzes test score results to form insight as to the existence of academic deficiency and/or learning disability.

Coordinates/administers programs and scholarship opportunities to students

- Participates in, coordinates, and conducts activities that contribute to the effective operation of the school in support of the school's core purpose and values.
- Communicates information/applications for workshops, scholarships, and recognition programs as needed (i.e. Optimist club youth appreciation, Rotary club scholarship, and summer program opportunities).
- Provides recommendations and letters of support as needed.

Departmental obligations

- Attends regular staff meetings.
- Works with department chairperson to plan, interpret, evaluate, and, when necessary, revise the counseling program to meet the needs of the entire school.
- Contributes to a collaborative team environment.

Administrative

- Maintains records on individual students by documenting counseling sessions and other relevant interactions with teachers, parents, and guardians.
- Develops a guidance curriculum consisting of structured lessons designed to help students achieve specific competencies and provide students with the knowledge and skills appropriate

for their developmental level. Said curriculum will be implemented in a systematic and consistent manner in small group and classroom settings.

- Evaluates guidance program annually.
- Completes the School Counselor self-evaluation at the end of the academic year.

Professional development

- Pursues continuous professional growth in school counseling
- Attends selected JSN seminars and workshops
- Attends faculty meetings and retreats

Other

- Adheres to policies related to boundaries with students
- Follows mandated abuse reporting requirements
- Reports suspicious and inappropriate behaviors.

Qualifications and Experience:

A School Counselor is a licensed professional who possesses a master's degree or higher in school counseling or a substantial equivalent. Preferred candidates possess a minimum of three years of experience in a school setting and possess the following professional and person characteristics:

- Working knowledge of ASCA national Counseling Model.
- Experiences with the needs of school-aged students and their families.
- Engaging interpersonal, speaking, and writing skills.
- Innovative, enthusiastic, energetic, flexible.
- Effective working with groups.
- Thorough knowledge of counseling theory and practice.
- Familiarity with computer-based transcripts and schedules.
- Familiarity with computer-based counseling services and resources.
- Ability to organize and sequence activities.
- Collaborative working style and strong work ethic.
- Committed to professional growth and development.

Other Skills and Abilities:

- Ability to effectively utilize digital applications and software such as Microsoft Office Suite, Google Drive, Adobe, Zoom, etc.
- Ability to implement policy and procedure.
- Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School;

Physical Working Conditions:

- Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).
- Prolonged periods sitting at a desk and working on a computer.

Working Environment:

- Regular exposure to favorable conditions such as those found in a normal office.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.