



# VERBUM DEI HIGH SCHOOL

## GUIDANCE COUNSELOR

Reports to: Chief Academic Officer

Overview: The Guidance Counselor reports directly to the Chief Academic Officer and is primarily responsible for promoting the personal/social development of students in a safe, inclusive learning environment by providing individual and/or small group counseling, classroom guidance, prevention education and student-centered interventions. School counselor coordinates ongoing systemic activities designed to assist students in establishing personal goals and developing future plans.

### FUNDAMENTALS

- Promotes Catholic-Jesuit-Cristo Rey identity.
- Knowledgeable, sensitive, and inclusive of all cultures, in particular those served by Verbum Dei and of the local community.
- Understands, appreciates, and supports the Corporate Work Study Program.
- Comprehends, appreciates, and seeks to implement the Integral Student Outcomes (ISOs)
- Encourages community through presence/participation at administration-faculty-staff meetings and events, liturgies, Christian Service Saturdays, athletic events, other co-curricular events.
- Teaches two College Guidance class periods meeting four times per week.
- Seeks input/assistance from appropriate administration, faculty, staff and others as necessary to successfully complete duties.

### PRIMARY RESPONSIBILITIES

- Responsible for facilitating the successful application(s) process of Verbum Dei students in terms of college/university, scholarship and financial aid, and assisting students with choosing a college program to help assure their continued personal/social/academic/spiritual growth and progress and maintaining relationships with appropriate organizations.
- Create and lead workshops and classroom presentations including but not limited to the college application and financial aid processes, college planning topics, test registration, social and personal development.
- Coordinates and facilitates 9<sup>th</sup> -11<sup>th</sup> standardized testing on campus (SAT 9, PSAT) and off campus for 12<sup>th</sup> grade (SAT, SAT Subjects, ACT) and communicates preparation options
- Collaborates with Principal ensuring UC/CSU & NCAA course listings are current
- Facilitate Student Success Team meetings
- Assist STEP Coordinator in reviewing and updating students' IEP
- Write letters of recommendation for students
- Review student transcripts twice a year for grade deficiencies, as well as for, accuracy and completeness
- Collaborates with and counsels students with regard to academic progress, grade remediation and post high school options
- In collaboration with the Jesuit Volunteer, manage the college visit program
- In collaboration with the Jesuit Volunteer, organize trips to college fairs and local college campuses
- In collaboration with other counselors, coordinate with the junior and senior English teachers to assist the students in preparation of their college essays
- In collaboration with the Jesuit Volunteer, ensure the maintenance of the scholarship and summer program lists
- In collaboration with the Jesuit Volunteer track and support needs of alumni

### *General*

- Develop and maintain successful working relationships with Verbum Dei Administration, Faculty, and Staff, as well as outside organizations that provide resources to our students

- Attend all yearly parent meetings and, in collaboration with counselors, facilitate yearly parent meetings.
- Attend to other duties related to the role of college guidance counselor as assigned by the Principal

### *Skills*

- Excellent interpersonal skills and organization, proficient computer skills
- Excellent written and oral communication skills
- Ability to multitask and work in a dynamic, fast paced educational environment
- Ability to analyze data and present reports to stakeholders
- Experience with working with working-class families
- Commitment to the Jesuit tradition and Cristo Rey's Corporate Work Study Program
- Fluency in written and oral Spanish strongly preferred

### *Qualifications*

- Master's Degree Counseling or related field
- PPS credential strongly preferred
- Bilingual (Spanish) strongly preferred
- Knowledgeable, sensitive, and inclusive of all cultures, in particular those served by Verbum Dei and of the local community.
- Mission-oriented to provide a quality education in a Catholic setting

Interested candidates should submit a resume and cover letter to Maribel Andrade, Principal's Assistant at [mandrade@verbumdei.us](mailto:mandrade@verbumdei.us)