



SCHOOL COUNSELOR

Position Overview

The School Counselor is responsible for several aspects of the student's high school experience including social-emotional well-being, academic progress and planning, and college and career exploration.

Responsibilities

- Manage a caseload of students from grades 9-12
- Assist students with academic planning, personal counseling, and college advising
- Consult and collaborate with parents and guardians, teachers, administrators, and education/community professionals
- Present information to students, parents, and guardians in individual, small group, and large group settings
- Review and analyze testing and other student data
- Write letters of recommendation
- Provide students with appropriate referrals as needed

Qualifications

- Knowledge of and adherence to ethical standards of the counseling profession
- Knowledge of mental health and social-emotional needs, agencies, and resources
- Broad understanding of current trends and issues surrounding the college admission process
- Experience with academic goal setting, time management, study skills, learning differences and educational accommodations
- Excellent oral and written communication skills
- Certification. Non-certified candidates will be considered but must begin the process if hired

How to Apply

Candidates for this position should submit a cover letter, resume and contact information for three references to Joel Lang at jlang@paduaacademy.org

About Padua Academy

Rooted in the Catholic faith, Padua Academy offers young women a transformational college preparatory education, challenging them to live Christ-centered lives of leadership and service.