Job Announcement
Long-Term Personal/Academic Counselor Substitute

Saint Joseph Notre Dame High School is a co-educational, Catholic parish high school located in the heart of residential Alameda, just minutes from downtown Oakland. SJND offers academic excellence and moral development to its diverse and talented 440 students. The 65 staff members are dedicated to the development of confident, open-minded, effective leaders who are ready to live joyful lives of faith, scholarship and service. The school educates future leaders in a supportive and challenging environment.

We are currently seeking a full-time Long-Term Personal/Academic Counselor Substitute. This person is responsible for serving the personal and academic needs of a designated percentage of the student population. A job description is attached to this job announcement. The position begins in November and concludes in early February.

The candidate will be responsible for collaborating with the other members of the Counseling Department. Candidates must be committed to supporting Roman Catholic Church teaching and values in all of their professional relationships and duties.

Candidates must possess a Master’s degree and/or a PPS credential and have experience providing student counseling in a high school setting. Salary is commensurate with experience and professional training according to the school's established salary schedule for teachers and counselors.

Please submit a resume, cover letter, and three professional references by email to Chris Trinidad, Interim Vice Principal, at hiring@sjnd.org. Find out more about our school at www.sjnd.org. We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.
JOB TITLE: Long-Term Personal/Academic Counselor Substitute  DATE: November-February

DEPARTMENT: Counseling/Guidance  FLSA STATUS: Exempt

REPORTS TO: Director of Counseling

PURPOSE OF JOB:

The Long-Term Personal/Academic Counselor Substitute is a full-time temporary position that reports to the Director of Counseling. The Long-Term Personal/Academic Counselor Substitute is responsible for serving the personal and academic counseling needs of a designated percentage of the student population. Responsibilities and requirements include, but are not limited to, the following.

MAJOR DUTIES AND RESPONSIBILITIES (essential functions):

1. Personal and academic counseling support for 9th-12th grade student caseload, including keeping professional written records of significant student information as learned through counseling sessions
2. Provide support for the Counselors in the Classroom program for Social-Emotional Learning
3. Provide referrals to families seeking outside medical and/or mental health support for students. Act as the primary contact within the school for those professionals regarding assigned students
4. Provide support and resources to Faculty/Staff regarding assigned students of concern
5. Crisis intervention and conflict resolution (as directed by Administration or Director of Counseling)
6. Regularly review academic progress for assigned students who are in need of academic support
7. Assist assigned students with course scheduling and academic planning for all four years
8. Assist the College Counselor with assigned students on their post-graduation plans
9. In coordination with counseling team members, refer students to the Mental Health Counselor
10. Other responsibilities needed or assigned by School Administration

REQUIRED KNOWLEDGE AND ABILITY:

1. Bachelor’s degree, Master’s degree in Counseling or Psychology, and/or PPS Credential
2. Previous school counseling experience, preferably with high school students
3. Previous experience in coordinating curriculum for social emotional learning
4. Knowledge of high school curriculum standards and college-admission requirements
5. Knowledge of medical conditions, both physical and psychological, that affect adolescents
6. Background in crisis intervention and conflict resolution, either clinical or professional
7. Excellent written/oral communication, public speaking, and group facilitation skills.
8. Exceptional problem-solving, analytic, and administrative skills
9. Ability to use technology and data-based computer applications to process student data and produce professional-grade documents
10. Ability and willingness to work occasional evening and weekend events
11. Professional Development and Continuing Education
12. Ability to lift 30lbs unassisted