

Position Title: Director of Guidance Counseling

St. Michael's High School is seeking an enthusiastic, experienced, passionate, and student-centered Director of Guidance Counseling for the 2017–2018 school year and beyond.

The Director of Guidance Counseling is responsible for the effective administration of the Counseling Department and providing a comprehensive, competency-based counseling program focused on the learning, personal/social and career/vocational needs of all students. The Director supervises one direct report: the College Counselor, who will be retiring in May 2017.

The Director works with students and parents frequently to:

- Coordinate counseling office with school and community services.
- Analyze counseling and guidance procedures and techniques to improve quality of service.
- Oversee college counselor, ensuring all students have every means and resource available to assist in the transition from high school to college, including but not limited to college applications, letters of recommendation, college recommendations, administering tests, and distributing test scores, or other duties as needed.
- Counsel individuals and groups relative to personal and social problems, and educational and vocational objectives.
- Address community groups and faculty members to interpret counseling service.
- Adhere to and support board policy, school guidelines, administrative rules and directives.
- Assist in academic scheduling of students.
- Assist in retreat programming for the sake of student retention.
- Make recommendations and develop and/or assist with any/all programs related to student retention.
- Make him/herself available to all students seeking guidance and counseling services.
- Advocate on behalf of the student and/or his/her family. Take all necessary and reasonable precautions to protect students.
- Facilitate outreach efforts to provide services to students, parents/guardians, and staff.
- Connect students, parents/guardians, and staff with specialized referral agencies.
- Understand, evaluate, and interpret academic performance data. Interpret information about students to the student, their parents/guardians, and staff.
- Implement individual and group counseling methods that are appropriate.
- Conduct career and educational planning activities.
- Submit required reports promptly and accurately.
- Perform other duties as assigned by Principal.

#### Qualifications

Master's Degree in Guidance and/or School Counseling; a current license for the position; a minimum of three years of teaching, counseling, or other experience working with children similar in age to the position hired. Ability to communicate fluently verbally and in writing in English is required; bilingual in Spanish is not required but preferred. Experience in a parochial school or not-for-profit environment preferred.

#### History

St. Michael's is a co-ed, Lasallian Catholic school serving 7th–12th grade students in Santa Fe and Northern New Mexico. St. Michael's is the most historic school in the state and the largest private and only Catholic high school in Santa Fe.

This is an exempt, full-time, 12-month, benefited position with an expected and negotiable start date in Spring 2017. All full-time employees are offered a rich benefits package, which includes participatory group medical coverage, group dental and vision, as well as a tuition remission program and 100% school-funded defined benefit pension package. Financial support is available for professional development, and faculty and staff are encouraged to take advantage of this benefit. Salary commensurate with experience.

To be considered for the position, please email a cover letter, resume, and three professional references to Sam Govea, Principal, at [sgovea@smhs.me](mailto:sgovea@smhs.me). Please place "Director of Counseling – [YOUR NAME]" in the subject line.