



Director of School Counseling

The Director of School Counseling advances the mission through those programs and services which assist students and parents in career and college planning, academic placement, adjusting to school, personal and family problems, and developing a sense of self-worth, accomplishment and general well-being. As a school leader, the Director of School Counseling is expected to demonstrate a clear and visible commitment to Catholic education, personal spiritual development, and the institutional advancement of the school by his/her presence at school, parent, and development office activities or events. The Director of School Counseling reports directly to, and is supervised and evaluated by the Principal or Vice Principal of Academics.

The Director of School Counseling will accomplish this in the following ways:

Catholic Mission

- Working with the VP of Academics and the Principal to integrate the Catholic mission and identity into the instructional process through

Academics and Curriculum

- schedules, administers, and records the results of standardized testing; discusses and interprets those results with administrators, teachers, students and parents;
- assists students in preparing for college and careers;
- meets with teachers and appropriate administrators to discuss special student needs or other confidential matters;
- coordinates school services for students who have been in alternate temporary programs such as stress centers or have who experience extended illness or incapacitation;
- helps students develop a 4-year plan of courses to meet their academic and college/career goals;
- meets with students each year to schedule courses and discuss post-secondary goals;
- assists the college counselor in monitoring 21st Century Scholars;
- reviews transcripts each year to ensure that students are on track for graduation; finalizes diploma types for graduation and state reporting;
- helps to finalize diplomas for commencement;
- schedules and conducts information meetings with current students and incoming 8th grade students and parents in order to explain the kinds of academic programs available and the requirements of each ;
- helps to coordinate proficiency testing for incoming 8th-grade students; communicates results and BCHS recommendations to families;
- in conjunction with the director of admissions-communications development office provides information to students on parents and alumni who are willing to assist and/or provide

- information on careers and/or colleges;
- solves student course conflicts with the master schedule;
- is the designated point person for dual credit courses and works with providers (ACP and Vincennes) to make sure students are preferably registered;
- establishes and coordinates vocational programs with public school districts such as J. Everett Light and other technical schools;
- works with the Vice Principal of Academics on grading policies, curriculum additions, etc.

Counseling

- helps resolve student personal problems through counseling using department resources and/or referrals to outside agencies or individuals;
- works with the school social worker on students who need ongoing emotional assistance;
- develops a program to benefit all students on their social-emotional well-being;
- works with underperforming students and their families on success plans; initiates RTI plans for students;
- helps students transition back into the classroom from extended absences;
- directs or is a member of the Student Assistance Team

Administration

- provides appropriate information to teachers on placement test, PSAT or other test results to assist them in their work with the student; works with the CTC on implementing all required testing;
- is part of the Master Schedule team to help develop the master schedule each year;
- provides for the maintenance of permanent records and approves the issuance of official copies;
- ensures that all college information is distributed appropriately to students and families by the College Counselor;
- supervises the other school counselors, college counselor, and registrar;
- is a member of the President's Council;
- meets regularly with administrators and counseling department personnel to discuss improvement of counseling services

*Applications are due by March 11, 2022.

Please submit a cover letter and resume to:

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