



## School Counselor

The School Counselor 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. The School Counselor 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 School Counselor reports directly to, and is supervised and evaluated by the Director of School Counseling.

The School Counselor will accomplish this in the following ways:

### **Catholic Mission:**

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

### **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

### **Academics and Curriculum**

- 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;
- solves student course conflicts with the master schedule;
- Other duties as assigned such as: WIDA, National Honors Society, AP testing, etc.

\*Applications are due by March 11, 2022.

Please submit a cover letter and resume to:

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