



Director of School Counseling

Reports To: The Principal of Purcell Marian High School.

Job Overview: The Director of School Counseling is the leader of the college, career, and counseling team and has direct managerial responsibility for the members of the team. This person is responsible for leading the department to develop and implement a 4-year program designed to ensure that all Purcell Marian students are prepared to make the best decision regarding their most appropriate post-secondary pathway, as it relates to Purcell Marian's 3E Guarantee (which guarantees that every student be either Enrolled, Enlisted, or Employed at their time of graduation). This 4-year program should include exploration in various college settings, career fields, and military opportunities, as well as guidance in course selection, diploma seal completion, and post-secondary application processes.

Key Responsibilities:

- Develop, implement, and evaluate a 4-year College & Career readiness program including but not limited to interview preparation, resume completion, and career exploration.
- Develop, implement, and evaluate a comprehensive School Counseling program, including external resource coordination.
- Coordinate a system for students to develop and maintain a 4-year graduation plan, including relevant scholarship, summer programs, and extracurricular opportunities that support student goals.
- Coordinate the systematic delivery of individual career planning for all students appropriate to their age and grade level.
- Assist in the planning and coordination of the scheduling process for all students in grades 9-12.
- Coordinate the systematic delivery of individual college counseling including FAFSA and other financial aid applications, college essay completion, and application to postsecondary institutions.
- Collaborate with administrative leaders and faculty/staff to provide ACT/SAT test prep support.
- Set up a process to provide post-graduate support for Purcell Marian graduates enrolled in two and four-year colleges, providing advising services focused on college persistence and completion, career readiness, academic advising, and transfer options.
- Establish, pursue, and track clear school goals for college admissions, enrollment, persistence, and completion.
- Manage and oversee members of the counseling team and support their development through professional opportunities and ongoing performance evaluations.



- Collaborate on the planning and execution of events including, but not limited to workshops, financial aid seminars, college fairs, and College Signing Day, career fairs, and military recruiting events.
- Plan and execute family engagement workshops related to post-secondary pathways
- Participate in professional development opportunities, as appropriate.
- Develop and maintain a robust network of college admission professionals through regular communication and visits and manage external partnerships with community programs, colleges and scholarship foundations
- Maintain all records and data on students and complete data entry for ongoing accountability and reports.
- Requires extensive experience with the college admissions process, a strong sense of student and family needs in preparing for their most appropriate post-secondary pathway, and the ability to manage key relationships with a variety of internal and external stakeholders.
- Provide training to staff on how to support students in the post-secondary application process and attend grade level meetings to provide updates and collaborate with teammates to support students as it relates to mental health concerns, postsecondary planning, etc.
- Maintain knowledge on policies and updates on postsecondary education, financial aid, and special populations (FGLI (first generation, low income) undocumented students, students with IEPs or 504s)
- Perform other duties as assigned by the Principal.

Qualifications:

- Bachelor's degree required, masters preferred
- School counselor license preferred, but not required
- Experience teaching or working in a diverse environment
- Familiarity with ASCA, NACAC, OACAC, OACTE, NCDA, and other professional organizations
- Excellent communication and interpersonal skills
- Familiarity and impartial promotion of all career pathways, including college, direct employment and military options
- Ability to exercise excellent judgment in decision-making; work collaboratively, and gather and analyze data, compile information, and prepare reports
- Proficient in MS Office, particularly Word, Excel and PowerPoint, experience utilizing the Google Suite, Google Classroom, and Zoom
- Advanced knowledge of Overgrad, the Common Application, and other college and career oriented programs
- Uphold the core values associated to Purcell Marian, The Marianists, and the Archdiocese of Cincinnati