

**High School Guidance Counselor:**  
**Grades 11 and 12**

Department: 511 – Other Instructional Staff  
Full Time: 37 ½ hrs. (Monday – Friday) 7:30am –



**John Carroll High School, Inc.**  
**Job Description**

Reports to: Assistant Principal

FLSA Status: Exempt

**Essential Job Duties/Responsibilities:**

Faith Community Affairs:

- Ensures that all guidance practices reflect the Catholic mission of the school;
- Remains aware of and represents the religious aims and objectives of the school to the wider community

Academic/Student Affairs:

- Work continually with assigned students on their 4-year academic plan
- Explain and monitor the course selection process
- Research schedule change requests and facilitate those when warranted
- Disseminate curricular information via classroom visits and individual conferences
- Assist students in accessing academic and career opportunity information
- Counsel students on communication skills, responsible decision making, respect for others and self, family relationships, resource contacts in and out of school, physical and emotional dangers of substance abuse, conflict resolution, and other issues as they arise
- Be available during the school day for student and teacher contact
- Keeps abreast of current developments in Catholic education.
- Assist with grade level retreats
- Facilitate the Financial Aid Night
- Organize participation in IRSC's Great Explorations program
- Help coordinate visits by college representatives
- Assist students with the college application and search processes
- Assist student with scholarship applications and searches
- Facilitate the dual enrollment and early admissions programs
- Facilitate honor roll designations and recognition
- Manage international documents and transcripts

Enrollment Management:

- Manage the admissions process regarding transcript evaluation, scheduling, and other related academic matters
- Coordinates the registration process with the director of institutional advancement and business manager

- Coordinates guidance functions and works with the director of IA regarding the recruitment and retention of students
- Attends open house and other activities requiring guidance department presence.

Communication:

- Participate in Back-to-School Night
- Communicate with parents and arrange meetings if necessary
- Communicate with teachers regarding students' progress

Other:

- Performs other duties as assigned by the Principal or his designee

**Qualifications:**

- Master's degree in Guidance Counseling (preferred)
- Have or be willing to obtain Florida Certification in Guidance Counseling K-12
- Proficient in Microsoft Office programs (MS Word, Excel, Access, Outlook, etc.)
- Excellent and professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with school employees, departments heads, teachers, representatives of other agencies and the general public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to exercise good business judgment, exercise discretion and maintain confidentiality.
- Strong organizational skills and capable of multitasking
- Ability to work independently

**Physical Requirements**

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e. typing)
- Frequent extended periods of sitting
- Occasional periods of standing, kneeling and climbing
- Occasional ability of minimal hearing (i.e. loud noises, sirens) and routine hearing (i.e. listening to others in conversation)
- Occasional time spent working closely with others

<b>Reviewed/Approved By:</b>	
<b>Principal:</b> _____	<b>President:</b> _____
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Hand delivered on _____, 2018, by _____ (Supervisor)	
to _____ (Employee).	
I acknowledge receipt of and understanding of my job responsibilities as outlined in this Job Description.	
Signed: _____ (Employee)	Date: _____
Signed: _____ (Supervisor)	Date: _____
<b>Copies: Supervisor, Employee</b>	<b>Original: Personnel File</b>