



SAINT IGNATIUS

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Position Profile: High School Counselor

About the Position: Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking a High School Counselor beginning with the 2020-21 school year. The ideal candidate will be a licensed school counselor who possesses the experience and skill set to advocate on behalf of each student by providing emotional support, academic encouragement, assistance in navigating the school culture, and guidance through the college discernment and selection process. Ability to work administratively both one-on-one and in team settings is essential.

As a member of the school counseling team, this position supports the Jesuit tradition of the Graduate at Graduation, guiding students to become more open to growth, intellectually competent, loving, religious, and committed to doing justice, to enhance the academic, personal, social, and spiritual experiences of each student at Saint Ignatius High School.

The position pays a competitive salary with excellent benefits in an outstanding work environment. Saint Ignatius has been named a "Best Workplace" by the Cleveland Plain Dealer annually since 2011. Numerous personal, professional, and spiritual growth opportunities are offered. As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating Men for Others for more than 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Areas of Responsibility:

School Counseling:

- Provide generalized guidance and support services for approximately 150-200 students in small group and classroom settings as well as personal and individualized student guidance and counseling in one-on-one settings.
- Collaborate with teachers, staff, parents, fellow counselors, and administration regarding the developmental needs of the students.
- Attend and participate in school wide events and functions including department meetings, back to school nights, parent evenings, open house, proctoring, and student assemblies.
- Assist with student course selection and topical presentations.

College Counseling

- Create highly individualized college letters of recommendation for each student within the assigned caseload.



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- Meet with college admissions representatives, facilitate meetings between college representatives and students and assist in the planning and implementation of college-related student and parent programs.
- Maintain current awareness of issues and trends in college admission, higher education, testing through membership in professional organizations including The College Board, the National Association of College Admission Counselors and others.
- Work with Registrar to maintain records on seniors, including GPA's and transcripts.
- Maintain and disseminate information about standardized tests and assist with administration of tests
- Complete reports as required by federal, state and local agencies

Qualifications:

- Bachelor's degree and relevant counseling (or closely related) licensure/certification required – Master's degree preferred
- Minimum of two years of counseling experience in a school setting
- Computer literacy and knowledge of Naviance, Blackbaud, Google Docs, and Microsoft Office package preferred.

The successful candidate will also possess the following:

- Outstanding written and verbal communication skills
- Exemplary interpersonal and relational qualities
- Willingness and flexibility to assist with occasional programming before or after school hours and on weekend
- Strong Microsoft office skills; Google Apps and database experience a plus
- Eagerness to work in a highly collaborative and student-centered environment
- Ability to adapt and respond quickly to unpredictable student situations
- Commitment to the goals, objectives, and mission of a Jesuit, Catholic, college preparatory high school

Our Workplace:

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence;



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where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region. Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education. A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at (216) 651-0222 ext. 461 for assistance.

Submit electronically a letter of interest and resume to: SIHSPosting94@ignatius.edu

Deadline: Friday, July 31, 2020