



### **Mission Statement**

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

### **Guidance Counselor**

Type of Employment: Full-time

#### **Salary/Benefits:**

- Salary commensurate with level of education and years of experience
- Dental insurance
- Health insurance
- 401(k) matching
- Flexible spending amount
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan

#### **Priority Skills/Qualities:**

- Deep understanding and support of SHG Mission
- Builds relationships
- Exhibits strong leadership skills
- Models a restorative mindset
- Continuously seeks ways to improve

#### **Responsibilities:**

- Works with the school administration, parents, teachers and students.
- Works directly with the student population to promote each person's intellectual, social, emotional, and spiritual well-being.

#### **Administrative Duties:**

- Communicate with administration, faculty, and parents regarding student progress.
- Assist with master class planning and scheduling.
- Develop and implement student wellness and prevention programs.
- Collaborate with the Director and Guidance Team on school-wide initiatives. Examples include: New Student Orientation, Standardized Testing, Parent Meetings, College Nights, etc.
- Assist with Sacred Heart-Griffin High School events as needed.

#### **Provide Counseling Services:**

- Advise students on academic, personal, college, and career goals.
- Conduct registration for new and current students through individual conferences.
- Counsel students to address issues that may get in the way of learning.
- Refer students to professional counseling services as needed.
- Work with the Dean of Students in special case disciplinary meetings when asked.
- Mobilize efforts in response to crisis situations.
- Conduct meetings with teachers and parents to review student achievement as needed.

#### **Qualifications:**

- A degree in counseling, psychology, education or a closely related field.

#### **How to Apply:**

Interested applicants should send a cover letter and resume to:

Holly Rae Blandford, Director of Student and Family Services, at [blandfordeshg.org](mailto:blandfordeshg.org).

School Website: [shg.org](http://shg.org)

Job Posting Date: January 30, 2024