**Job details**

**Salary**

$41,000 - $50,000 a year

**Job Type**

Full-time

**Qualifications**

* Work authorization (Required)

**Full Job Description**

PROVIDENCE CRISTO REY HIGH SCHOOL  
**Job Description: Academic Counselor**

**Job Title:** Academic counselor

**Reports to:** Principal

**Summary Job Description**

The Academic Counselor supports the Principal in ensuring the academic success of all students in the school through activities such as transcript audits, academic support groups, 21stCentury Scholar tracking and other activities as assigned by the Principal.

**Essential Functions**: The list of essential functions is not exhaustive and may be supplemented.

* **Academic Support**
* Review student grades after each marking period in order to: **Identify students on Academic probation**
* Establish weekly academic support groups
* Begin student data tracking process for students on Academic Probation
* Notify parents of student academic probation status
* Audit transcripts in order to **Ensure that students understand graduation requirements**
* Ensure that parents know and understand graduation requirements
* Support students in establishing a plan to graduate on time
* Support students in establishing a plan for credit recovery where needed
* Conduct parent meetings to review transcripts and graduation progress Annually in 9th, 10th, and 11thgrade \* At least twice, once per semester in 12thgrade, more frequently if needed
* Mail notification of missing or failed courses with Semester 1 and Semester 2 report cards
* Support the Vice Principal in building student schedules each semester

3. Coordinate enrollment in Dual Credit and AP Courses including but not limited to

a) Counsel students and parents related to Dual Credit and AP courses

b) work with AP teachers to identify and communicate requirements for participation in AP courses.

c) support Dual Credit teachers in getting students enrolled in dual credit courses

d) support students in completing the requirements to be eligible for dual credit courses

4. Support with summer school planning

a) Identify students who will need to attend summer school

b) communicate with students and parents about summer school

c) send out and collect summer school permission forms

5. Coordinate standardized testing

a) coordinate ISTEP and other state mandated testing

b) coordinate ASVAB and other pathway testing options

c) support the college counselor with PSAT/SAT testing

d) support the MTSS with WIDA testing

* **21stCentury Scholarship**

Oversee 21stCentury set up and activities for all students in 9thand 10thgrade including but not limited to:

* Ensure that all students set up their 21stCentury Scholarship account in the fall of their 9thgrade year
* Ensure that all students are aware of the required activities and GPA for each grade level
* Track student completion of 21stCentury Scholarship activities for 9thand 10thgrade students
* Communicate 21stCentury Scholarship requirements and student eligibility with parents of 9thand 10thgrade students.
* Work with all 9thgrade students to create a graduation plan
* Coordinate hand off of 10thgrade students to the Alumni Counselor in the spring of 10thgrade year.
* **School Culture**
* Support the school Social Worker in providing counseling for social-emotional needs
* Support the Social Worker in organizing holiday help efforts for students and families
* Support the College Counselor in organizing and implementing parent information nights
* Attend Parent Teacher Conferences, School open houses and orientations to communicate with parents about academic supports and 21stCentury Scholarship information
* **Mission**
* Prays with and for students, families and colleagues and their intentions.
* Models the example of Jesus, the Master Teacher, in what He taught, how He lived, and how He treated others.
* Participates in religious instruction and Catholic formation, including Christian services, offered at the school. Non-Catholic teachers are expected to participate to the fullest extent possible (e.g., non-Catholics would come forward to receive a blessing instead of Holy Communion in the Catholic Mass).
* **Role: Professional Growth and Development**
* Commits to lifelong learning and demonstrates a passion for ongoing professional growth and development.
* Maintains proper certification and licensure as required by the State of Indiana.
* Meets the Archdiocese of Indianapolis’s professional growth requirements and all local requirements as determined by the principal and/or his/her designee(s).
* Maintains records of Professional Growth Points (PGPs) and submits them to the IDOE in collaboration with the principal or his/her designee.
* Participates fully in faculty meetings and professional development meetings/in-services, contributes to school-wide goals, and supports colleagues and administrators in their own professional growth.
* Participates fully in the archdiocesan performance appraisal process for educators.
* Participates in spiritual retreats, days of reflection, and spiritual formation programs as directed by the principal and as required by Archdiocesan faith formation expectations.

**F. Role: Additional Professional Responsibilities**

* **Follows local protocol as published in the faculty/staff handbook, student/family handbook, and in other related policies, protocols, rules and regulations.**
* Serves on school committees and in other capacities as directed by the school principal.
* Assists as requested with school fundraisers and development efforts.
* Prepares for, attends, and participates in Registration, Open House, annual fundraiser, graduation, etc. as directed by the school principal.
* Prepares, attends, and participates in grade level specific events/programs/initiatives, etc.

**G. Communication and Interpersonal Effectiveness**

* **Contributes positively to morale and to the culture of the Catholic school in service of the mission in all communications and actions.**
* Demonstrates loyalty to the school and its mission above individual views.
* Openly and respectfully communicates concerns at the appropriate level.
* Collaborates with and supports fellow teachers, staff members, and school administration.
* Proactively engages parents and partners in the formation of their children.
* Communicates effectively with parents and works to resolve concerns or disagreements in a constructive manner.
* Respects and maintains confidentiality.
* Maintains the good reputation of the parish, school, and archdiocese.

**H. Ministerial Expectations**

* **Display of Gospel values, good judgment, and diplomacy and the safeguarding of confidential information are required.**
* Has the potential and talent to be an effective Catholic school teacher.
* Displays a commitment to the Providence Cristo Rey educational philosophy and values
* Displays a commitment to the mission of the school as defined by the Mission Effectiveness Standards of the Cristo Rey Network

**I. Education, Training, and/or experience**

**I**

* A Bachelor’s Degree in school counseling or Social Work

AND

* A school counselor’s or Social worker’s license
* “Safe and Sacred” Child Protection Training
* Criminal Background Check
* Acknowledgment of this Ministry Description document for Teachers
* Ongoing professional development and faith formation
* Bi-lingual English/Spanish preferred

**J. Working Environment**

* Catholic schools are ministries of the Catholic Church, and teachers are vital ministers sharing the mission of the Church. Teachers are expected to be role models and are expressly charged with leading their students toward Christian maturity and with teaching the Word of God. As role models for students, the personal conduct of every teacher and staff member, both at school and away from school, must convey and be supportive of the teachings of the Catholic Church. These teachings include, but are not limited to: honoring the dignity of each human life from conception to natural death, care for God’s creation and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God’s love and fidelity to His Church. The Seven Themes of Catholic Social Teachers can be found at *http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm*.
* A thorough description of the Catholic Church teaching can be found in the Catechism of the Catholic Church.
* Determining whether a teacher is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the sole discretion of the pastor, administrator, and/or Archbishop.
* The Archdiocese and Providence Cristo Rey recognize that many teachers who contribute positively to the mission of the Church in forming young people through our Catholic schools are not practicing Catholics. For teachers of other faith traditions, there remains an expectation that, regardless of their personal religious affiliations and beliefs, they will become knowledgeable of Catholic Church teachings, will be credible witnesses of the Catholic faith and will be models of Christian values.

I have read, and I understand the Archdiocese of Indianapolis Providence Cristo Rey Job and Ministry Description for Academic Counselors:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_

Job Type: Full-time

Pay: $41,000.00 - $50,000.00 per year

Benefits:

* 401(k) matching
* Dental insurance
* Employee assistance program
* Health insurance
* Health savings account
* Paid time off
* Parental leave
* Tuition reimbursement
* Vision insurance

Schedule:

* Monday to Friday

Work Location: In person

* Health insurance