



EMPOWERING YOUNG WOMEN THROUGH EDUCATION SINCE 1889

FOUNDED BY THE SISTERS OF ST. JOSEPH OF CARONDELET

High School Academic Counselor (August 2022 – June 2023)

St. Mary's Academy High School

Description:

St. Mary's Academy seeks an Academic Counselor who will provide students with comprehensive, individualized counseling to ensure the educational, personal, and social-emotional growth of our students. In addition, he/she will work with faculty and parents to address any student performance and/or behavioral concerns. St. Mary's Academy is a Catholic, private, college preparatory high school for young women, founded by the Sisters of St. Joseph of Carondelet, that shapes women of distinction who are committed to lifelong learning and service to the "dear neighbor". We are looking for a full-time Academic Counselor interested for the 2022-2023 school year.

Requirements:

- At least two years of experience working with the academic, social, and emotional needs of high school age students and parents in a school setting required
- Demonstrated ability to handle sensitive and/or confidential information with parents, teachers, and administrators
- Demonstrated ability to exercise sound judgment and decision making
- Excellent organization, written and oral communication skills
- Experience with student and parent programming and informational sessions
- Experience in academic advising
- Bilingual in Spanish (preferred)

Duties:

- Prepares and maintains all required records and reports
- Tracking students' grades on PowerSchool
- Meet with students to design and achieve personalized academic goals
- Advise students of tutoring options
- Meet with parents and teachers to review goals and assess progress
- Contact parents of students with failing grades or other significant challenges to create action plans
- Direct students toward credit recovery programs
- Disseminate regular reminders about important dates and deadlines
- Work with Counseling Director to address the needs of students who may have social and emotional concerns
- Log Meetings on Student Information System (PowerSchool)
- Schedule grade level college tours
- Create and present College Knowledge presentations for students and parents
- Provides individual, group, and family counseling to assist students in overcoming behavioral/emotional challenges and guide students in the development of skills and strategies to achieve educational goals
- Develops and implements student success plans
- Attends IEP and 504 meetings and contributes to the goals and planning for the students
- Acts as student advocates in order to coordinate required services or to resolve problems in crisis situations
- Refers students or family members to community resources or to specialists as necessary
- Evaluates the student's progress in resolving identified problems and moving towards defined objectives
- Serves as a liaison to community resources that provide services to students and parents in medical, psychiatric, therapeutic, and other needs
- Plans, prepares, and conducts in-service education for other school professionals on various topics applying to students with behavioral/mental health needs



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Full-time, Salaried Exempt Position

(starting salary \$65,000-\$75,000 depending on work experience and professional certifications)

Information/Application Contact:

Submit the following to St. Mary's Academy, 701 Grace Avenue, Inglewood, CA 90301 or through email at hr@smabelles.org:

- Resume outlining qualifications and related background
- Cover letter with a description of why you want to work at St. Mary's Academy
- Three professional references OR two letters of reference dated within the past 1 calendar year