



Position: College Counselor

Reports to: Head of School

About St. Mary's Academy

St. Mary's Academy (SMA) is a Catholic high school for young women, founded and sponsored by the Sisters of St. Joseph of Carondelet. Together with students' families, our administration, faculty, and staff are dedicated to forming a vibrant, Christian community that both nurtures and challenges each young woman to reach her full potential. Our commitment to respect, service to the "dear neighbor," academic excellence, preparation for higher education, and empowerment of young women creates a dynamic environment where students thrive personally, spiritually, and intellectually. SMA fosters the holistic development of young women from diverse backgrounds, providing opportunities for leadership, collaboration, and growth while honoring the distinctive spirit that makes our school unique.

At SMA, you'll be part of an inspiring college guidance program that supports students individually from 9th through 12th grade, helping them identify colleges that align with their aspirations. Our equity-focused, student-centered approach has yielded exceptional outcomes, including a 100% college acceptance rate, with 95% of students attending four-year colleges and universities. Joining SMA means contributing to the success of young women as they prepare to make meaningful contributions in an ever-changing world.

Essential Responsibilities

College Counseling

- Provide vision and leadership for the 9th–12th grade college counseling program, including pre-college programming for 9th–11th grades, junior and senior counseling curriculum, and strategies for meaningful family engagement.
- Enhance and celebrate a school-wide college-going culture through initiatives such as college acceptance announcements, on-campus admissions days, senior acceptance assemblies, and other school traditions.
- Serve as SMA's principal advisor and thought leader on best practices in college matriculation, enrollment, persistence, and completion.
- Monitor and support student academic progress, including transcript reviews, letters of recommendation, and ensuring graduation and college entrance requirements are met.
- Coordinate all aspects of standardized testing administration (SAT/PSAT) and manage related reporting processes (e.g., UCOP).
- Organize grade-level college tours, the annual SMA College Fair, and on-campus events including FAFSA workshops and college information sessions.
- Guide students through the full college and financial aid application process, helping them identify opportunities such as fee waivers, fly-in programs, scholarships, and university partner resources.

- Develop and maintain collaborative partnerships with colleges and universities, strengthening connections to resources that support students' enrollment, persistence, and success.
- Maintain accurate and up-to-date college counseling systems, including application tracking software, letters of recommendation, and school profile information.
- Participate in professional development and cultivate a robust network of college admissions professionals to stay current with trends and best practices.
- Collaborate with junior college colleagues on dual enrollment initiatives.

Career Counseling

- Support students in exploring interests, strengths, and career options through resources and assessment tools.
- Provide guidance on resume development, job search strategies, and interview preparation.
- Collaborate with the Dean of Mission and Leadership on programs such as Discovery Day and Match Day to introduce students to diverse professions.

Program Leadership & School-Wide Responsibilities

- Serve on key committees including Admissions and Graduation.
- Oversee summer school and credit recovery programs as needed.
- Evaluate and recommend enhancements to the school-wide counseling program.
- Plan and lead workshops for parents, students, faculty, and administrators on topics such as college admissions, financial aid, essay writing, and college list development.

Professional Presence & Collaboration

- Model SMA's core values in all interactions, demonstrating empathy, integrity, care, and professionalism.
- Approach practice with a developmental lens, actively seeking and applying feedback, engaging in professional growth opportunities, and leveraging resources to enhance practice. Collaborate intentionally and constructively with the Board, leadership team, faculty, and staff to advance SMA's mission and achieve ambitious goals.
- Embrace collective responsibility for team outcomes, celebrate accomplishments, and cultivate a positive, joyful, and high-trust environment.
- Demonstrate a strong commitment to equity by ensuring all students have access to the opportunities and support needed to achieve their full potential.

Qualifications

Successful applicants will embody the mission-driven values of St. Mary's Academy: commitment to service, intellectual curiosity, openness to growth, and joy. Ideal candidates are passionate about nurturing young women and supporting their holistic development. In addition, applicants should meet or exceed the following requirements:

- Master's degree and Pupil Personnel Services (PPS) credential required.
- Minimum of three years of experience in counseling.
- Demonstrated ability to support racially and culturally diverse students and their families.
- Proven experience leading adults and fostering a high-performing culture of teaching, learning, and student success.
- Proficiency in using technology to communicate, track, and analyze data effectively.
- A strong belief that all students can succeed in college and career pathways.

Why Join St. Mary's Academy?

At St. Mary's Academy, we deeply value the expertise, passion, and dedication of our faculty. We offer a competitive salary that reflects experience, with SMA teacher salaries typically ranging from \$66,000 to \$80,000, along with a comprehensive benefits package including medical, dental, and vision coverage, and a retirement plan to support your long-term goals.

Beyond financial and health benefits, we are committed to your growth and leadership:

- Ongoing Professional Development & Coaching to support your development as an educator
- Leadership Opportunities within the school and the broader community
- Faith Formation Opportunities aligned with our Catholic and CSJ mission

As part of our community, you will be empowered to make a difference in the lives of young women while growing professionally, personally, and spiritually.

Additional Responsibilities

Faculty members also engage in the life of the school through weekly yard duty, proctoring, study hall monitoring, after-school tutoring, and substitute teaching. All SMA faculty members are expected to actively participate in the spiritual and co-curricular life of the school.

Application Instructions

Interested candidates should submit:

1. A letter of intent explaining your desire to join the St. Mary's Academy community. Please include how you would contribute to the mission and which elements of your background and experience make you a strong fit.
2. A current resume.

Please email your letter and resume to hr@smabelles.org.

Join us in a vibrant, mission-driven community where you can inspire and empower young women to reach their full potential academically, spiritually, and personally.