



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, Campus Ministry, parents, teachers and students.
- Works directly with the student population to promote each persons intellectual, social and emotional well-being and growth.

Administrative Duties

- Consult administrators regarding all aspects of student functioning.
- Mobilize efforts in response to crisis situations.
- Act as a member of other school-wide committees as requested.
- Act as a facilitator in weekly core group meetings.
- Participation in continuing education programs related to counseling.

Provide Counseling Services for Students

- Meet individually with students.
- Monitor academic progress of students.
- Meet with parents as requested and/or needed.
- Consult with faculty regarding the academic and well being of students.
- Conduct meetings with teacher and parents to review student achievement for the purpose of establishing a course of action that will maximize the student's potential.
- Conduct registration for current students through individual conferences.
- Conduct registration meetings for incoming freshmen and their parents as directed by the Director of Admissions.

General Duties

- Coordinate college information and application process
- Administrative contact with Capital Area Career Center
- Arrange for career education
- Coordinate standardized testing within the school
- Coordinate student services

Qualifications:

- A master's degree in counseling, guidance or closely related field

School Website: www.shg.org

Job Posting Date: May 26, 2023

How to apply: Interested applicants should send a cover letter and resume to Teresa Saner, SHG principal at saner@shg.org.