



ST. JOHN'S PREP

Director of School Counseling

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust and zeal, we educate students to be, do and stand for good in the world. We enroll 1,500 students from more than 60 communities.

St. John's seeks to hire a dynamic leader of school counseling to begin August 2019. The Director of School Counseling oversees a comprehensive counseling program for student in grades 6 through 12. The director also supports colleagues, students, and their families in understanding and living the mission of St. John's. In addition to the director, the department consists of two full-time administrative support staff members, two full-time middle school counselors, seven full-time high school counselors, and one full-time licensed independent clinical social worker. The ideal candidate will possess a deep understanding and healthy perspective on the educational and developmental needs of pre-adolescent and adolescent boys, their families, and the educators who mentor, teach, and coach them. The position reports to the Principal/Associate Head of School. Learn more about [School Counseling](#) on the St. John's website.

Key Responsibilities Include:

- Overseeing the ongoing development and implementation of a comprehensive school counseling program that includes academic, personal, and college counseling for boys in grades 6 through 12 and their families.
- Maintaining a caseload of students in grades 9 through 12.
- Integrating school counseling programs and services into the curricular and co-curricular life of the school.
- Nurturing the growth mindset, culturally responsive practice, and a strong sense of teamwork among members of the school counseling staff.
- Collaborating with the Principal/Associate Head of School to hire and evaluate members of school counseling team.
- Partnering with the Assistant Head of School for Finance/CFO and the Principal/Associate Head of School to develop and implement a strategic vision for the school counseling budget, capital needs, and human resource management.
- Collaborating with members of the Principal's Leadership Team on day-to-day academic, admission, and student life issues, programs, and initiatives.

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**St. John's
Preparatory School**

72 Spring Street
Danvers,
Massachusetts
01923

- Collaborating with members of the Principal's Leadership Team to champion diversity and inclusion, student wellness, and campus ministry initiatives.
- Building healthy and positive relationships with other departments on campus to support student learning and engagement, campus-wide programs and events, and the concept wellness at St. John's.
- Planning and implementing educational programs for parents.
- Assessing the individual and collective professional learning needs of the school counseling team.
- Developing professional growth plans school counseling team members.
- Building and stewarding strong, positive relationships with admission, tuition assistance, and enrollment management representatives from a variety of colleges and universities.
- Overseeing planning and implementation of standardized testing for students in grades 7 through 12.
- Coordinating Advancement Placement testing.
- Networking with directors of school counseling on the North Shore and beyond.
- Serving as a member of the Academic Council, Admission Committee, Student Engagement Team, and Incident Response Team at St. John's.
- Coordinating school counseling representation on standing and ad hoc faculty and staff committees.

Qualifications and Skills:

- Demonstrated leadership and commitment to Catholic education; experience as a school counselor in secondary school setting; school counseling leadership and/or school administration experience preferred.
- A strategic mindset coupled with strong interpersonal skills; proven ability to build and facilitate a team approach based on collegial leadership.
- Skilled in conflict resolution.
- Commitment to partnering with parents.
- Experience with collecting and analyzing data related to student academic performance and engagement.
- Keen organizational, leadership and administrative skills.
- Master's degree in school counseling required; additional education and training in leadership and/or school administration preferred.
- Facility and high comfort level with advanced technology and social media tools, including database programs, Microsoft Office, Twitter, and others.

Interested candidates are asked to send a cover letter, résumé, a written statement of your philosophy of mission-based leadership, and academic transcripts, to Tracii Schaeublin, Director of Human Resources, at tschaeublin@stjohnsprep.org by January 11, 2019.

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