COUNSELOR

Holy Names High School a small, Catholic school for young women, is seeking a full-time academic and college counselor to join our amazing faculty for 2022-2023 school year. Devoted to educating young women to make a difference, Holy Names High School nurtures the development of the whole person by recognizing the dignity, uniqueness and potential of each student. We challenge our graduates to be women of faith, academic excellence, vision, leadership, service, and compassion. We are committed to providing a diverse and equitable learning environment and workplace for students and employees. Our faculty/staff share a genuine commitment to all young women and support the Holy Names mission, vision and strategic plan. The Counselor reports directly to the Principal.

Job Summary:

• Serves as a member of the guidance team to support students in their academic achievement, assist them in their personal development, and establish effective pathways to best fit colleges and universities.
• Overseeing and managing student accommodation plans.
• Providing support for students with learning differences by designing and implementing interventions for student success.
• Coordinating student scheduling.
• Coordinating school-wide testing (AP exams, PSAT and extended time final exams).
• Counseling the high school guidance curriculum and facilitating student workshops that promote positive study habits.
• Meeting one-on-one with each student multiple times throughout the school year.
• Fostering a growth mindset and a culture of learning.
• Being sensitive to an academically, socioeconomically, culturally, and ethnically diverse population.
• Guiding first generation college students and parents through the college application process.
• Collaborating with faculty colleagues to address student needs and supports.
• Developing and maintaining effective relationships with HNHS college advisors.
• Presenting to parents and students to prepare them for high school success and college readiness.

Recommended Qualifications:

• Bachelor’s Degree
• Master’s Degree in Counseling and/or a PPS certification preferred
• PPS credential
• Strong technology skills
• Excellent communication and organizational skills
• Bilingual in Spanish, preferred
• Commitment to an inclusive and equitable working and learning environment

Salary is paid commensurate with experience and education.

Please send resume to ctatman@hnhsoakland.org