Job Posting for Director of School Counseling

Mercy High School, located in a residential area of Middletown, CT, with a population of approximately 400, is a Christ-centered Catholic diocesan college preparatory high school for young women. In the tradition of the Sisters of Mercy and their Foundress, Catherine McAuley, each student is challenged to grow academically, emotionally, socially, aesthetically and spiritually.

Mercy High School is seeking applicants for a full-time Director of School Counseling position. The ideal candidate will:

- demonstrate a passion for working with high school girls in a Catholic, college-prep setting
- support and uphold the mission of a Catholic and Mercy educational community
- possess a master’s degree in school counseling or related discipline
- counsel and support students with academic, social, and emotional issues
- conduct classroom programs to meet the developmental needs of students
- consult, collaborate, and communicate with administrators, teachers, staff, and parents to meet the needs of students in the school setting
- plan and conduct Naviance programs
- organize and oversee testing, including PSATs
- advise students with class selection and scheduling
- meet with students and parents to guide them through the college process
- be available for occasional evening and weekend programs
- possess excellent communication, interpersonal, time management, and organizational skills
- be open to taking a role in the community outside of school counseling responsibilities

Interested candidates should send the following to the attention of Mrs. Melissa Bullock, Principal of Academics and Technology at mbullock@mercyhigh.com.

Resume, Cover Letter, Statement of Educational Philosophy, transcripts and three letters of recommendation should accompany the application.