

Director of Counseling – Marin Catholic

Position will begin August 2018 and works 220 days per year. Salary and benefits are according to a Union contract.

Position:

- Advises a full complement of students
- Supervises the counseling department (including academic, therapeutic counselors and departmental assistant)
- Coordinates the scheduling process of new and current students with the Dean of Studies
- Coordinates the school-wide testing program
- Maintains records of referrals to Academic Support Center, and Therapeutic Counseling
- Serves on the Administrative Council and Disciplinary Review Board
- With the Assistant Principal for Student Life, coordinates College Fairs, Junior College Case Studies Night, Orientation programs and parent education opportunities
- Oversees College admissions visits
- Coordinates class level academic information nights Qualifications, credentials, experience, knowledge & skills for the position:
- Degree in related field, preferred
- High school counseling experience, preferred
- Catholic, preferred
- Desire to share his/her faith journey
- Counseling credential, preferred
- Ability to collaborate effectively with faculty, students, parents and staff
- Intellectually curious and willingness to grow professionally
- Maintains best professional practices in communicating with peers, students and parents

Interested applicants for positions should submit a letter of interest and current resume to Andy Van Horn, Assistant Principal at teachingemployment@marincatholic.org.