



## Director of School and College Counseling

### PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

### ROLE PURPOSE

The Director of School Counseling is a key leader at the school, overseeing the school counseling department and team of school counselors and adjustment counselors. The Director of School Counseling has shared responsibility for the care and wellbeing program at the school, and primary responsibility for the leadership of college counseling.

### SPECIFIC RESPONSIBILITIES

- Organize regular department meetings.
- Attend Academic Council meetings and Heads of House meetings.
- Counsel students in academic and college matters.
- Provide counsel for students with specific socio-emotional needs, in partnership with the head of house.
- Teach college guidance classes for students in the 11<sup>th</sup> and 12<sup>th</sup> grade.
- Meet with the relevant heads of house on a regular basis.
- Work with individual 9<sup>th</sup> and 10<sup>th</sup> grade students at the request of the Head of House.
- Assist students and families through the entire college process, including building college lists, helping with applications, discussing standardized testing, scholarships and financial aid, and developing successful application plans.
- Help students select their courses and understand the intricacies of the course selection process.
- Lead and organize the department in planning and presenting evening and daytime events to students and their families related to academics and the college process.
- Refer and coordinate students to other services within and outside of school including mental health professionals, learning specialists etc.,
- Write a personal letter of recommendation to support each student's college application.
- In partnership with the Head of House, assist students with study strategies and organization.
- Work closely with heads of house and administrators to provide additional academic and emotional support to students.
- Communicate effectively with parents, teachers, administration, and college admission officers.
- Participate in conferences and professional development opportunities, including visiting college campuses.

- Co-ordinate graduate school counseling interns.
- Hire, train, and evaluate staff members and counselors in the department.
- Work with and oversee the department's administrative assistant.
- Oversee the department budget.
- Prepare statistical data reporting for the administration and Board of Trustees.
- Attend house meetings, visit house advisory groups, be present in house areas, and participate in other house activities, as time permits.
- Lead and co-ordinate college admission counselors visiting the school and school sponsored college fairs.
- Participate in co-curricular, service and retreat opportunities with students.
- Other duties as assigned.

#### **SELECTION CRITERIA**

- A proven record of strong communication, strategic thinking, and effective collaboration skills are essential.
- A commitment to diversity, equity, and inclusion.
- Proven track record of leadership at a middle or senior level.
- Bachelor's degree in a related field. Master's degree preferred.

**Deadline for applications is Monday May 15<sup>th</sup>, 2023.**

**Applications should be addressed to the Vice-Principal of Teaching & Learning, Ms. Alison MacDonald.**

**Applications should include a cover letter and be sent care of Ms. Sue Glover; Manager, People and Culture, at [sglover@bchigh.edu](mailto:sglover@bchigh.edu).**