



INSTITUTE *of* NOTRE DAME

JOB POSTING: **Director of School Counseling**

ORGANIZATION: Institute of Notre Dame (IND)
901 Aisquith Street
Baltimore, Maryland 21202

POSTED: February 14, 2019

DEADLINE: March 15, 2019

TYPE OF POSITION: Full-Time- 12 months

STARTING DATE: July 1, 2019

DESCRIPTION

The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND) 171 years ago, our students are independent young women of strength, compassion and character. We share the SSND message of hope, faith and education for all. The urban experience develops our students' inner strengths, increases their depth of character and prepares them for the "real-world." Strong and meaningful traditions connect our girls to the 11,500 alumnae who came before them. Our unique location in a vibrant, creative city affords our girls many opportunities to learn, work, volunteer and enjoy themselves in Baltimore and beyond. IND was first in Maryland to offer all three programs developed by Project Lead the Way®, the nation's top provider of STEM curriculum. Five new courses, a new dance studio and arts scholarships enhance our already popular Visual & Performing Arts Program. With more than 40 clubs and activities as well as 19 sports teams, our girls have many opportunities to pursue interests outside the classroom.

SPECIFICATIONS

IND seeks an energetic self-starter to serve as Director of School Counseling to provide academic support, social-emotional and college admissions counseling to students in grades nine through 12. The office is a full-service guidance department working to meet the academic, social-emotional, career and college counseling needs of a diverse population, while adhering to IND's strong sense of tradition and mission.

ESSENTIAL RESPONSIBILITIES

- Supervises staff in the Office of School Counseling which include a college counselor and a learning specialist
- Develops and implements college counseling curriculum and socio-emotional programming
- Develops and yearly revises departmental policies and procedures
- Maintains and compiles departmental statistics for college counseling and standardized testing
- Coordinates yearly college fair
- Coordinates course registration process
- Communicates with all constituencies (students, teachers and administrators, parents and college representatives)
- Maintains department budget
- Maintains Naviance database
- Provides support to the Assistant Head of School for Academics as needed
- Provides support for faculty and staff as needed
- Runs department meetings
- Attends Department Chair, Health and Retention and Administrative weekly meetings
- Is a member of the diversity, advisory and discipline committees
- Attends faculty and staff meetings.
- Attends professional development and identifies PD opportunities for the Office of School Counseling

Learning Services Supervisor

Oversees and manages learning services to provide academic support services to students, staff, and parents. This includes work with students and families on:

- Transition to high school
- Organizational skills
- Test taking skills
- Oversight of the Learning Specialist duties and responsibilities
- Coordination of services to students with diagnosed learning disabilities
- Parent contact
- Referral services

Socio-Emotional Services Provider

Provides mental health support services to students to include:

- Assessment
- Referral for services
- Counseling, both individual and group
- Report writing and record keeping
- Weekly attendance in Health and Retention Team meetings
- Support to all students and adults in the building as needed

College Counseling and Career Counseling

- Counsels students and parents in the college search and application process
- Disseminates information to students and parents regarding the process
- Holds individual meetings with students and parents to advise and recommend colleges
- Presents to parents and students at all grade levels re: college process and career planning
- Assists in coordination and implementation of standardized testing: PSAT, SAT, ACT, PLAN and AP
- Maintains student records utilizing Naviance
- Assists in coordination of annual IND college fair
- Writes individual letters of recommendation for seniors
- Attends evening guidance meetings with parents

Additional responsibilities include advising and attending IND sponsored events such as Open House, admitted student day, etc.

Education and/or Experience

Master's Degree in School Counseling from an accredited institution, with certification in High School Counseling; or Master' Degree in Social Work, Counseling or Psychology, with LCPC, or LGSW/LCSW-C license preferred.

Required Skills

- Team player
- High energy
- Flexible
- Strong organizational skills
- Excellent writing skills
- Strong counseling and interpersonal skills
- Comfort with public speaking to large groups

Hours

This is a twelve-month position. Regular business hours are Monday through Friday, from 7:30 am to 3:30 pm, with some evening and weekend hours required.

SUBMISSION

Please submit a cover letter, resume and salary requirements to the Assistant Head of School for Academics Mrs. Lisa Wetzel at lwetzel@indofmd.org. All communication and documentation are to be completed electronically. Phone calls will not be received.