



# CRISTO REY ATLANTA

## JESUIT HIGH SCHOOL

### High School Full-Time Counselor Position

*Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.*

### JOB DESCRIPTION

**Job Title:**

School Counselor

**Location:**

Cristo Rey Atlanta Jesuit High School

**Position Type:**

Full-time

**Reports to:**

Counseling Department Head

### Responsibilities/Main Duties

*Responsibilities:*

- Conduct student guidance
- Provide timely support in response to crisis situations (e.g. suicidal ideation, self-harm, abuse)
- Participate in the Student Support Team of Cristo Rey Atlanta Multi-Tiered Systems of Support
- Lead reintegration meetings for students and families in assigned grade levels, as they occur
- Meet with every assigned student in order to develop rapport and assess the student's academic and social-emotional progress
- Meet with students who receive progress reports indicating academic difficulty and students having disciplinary problems
- Interview students promptly when requested to do so by the administration, teachers, parents, or the students themselves and conduct appropriate follow-up
- Document all counselor/student interactions
- Attend and participate in department meetings
- Collaborate with other in-school or out-of-school counselors, social workers, and learning specialists on the development and implementation of counseling programs
- Participate in counseling programs
- Act as a key developer of the school Advisory section
- Collaborate on department projects
- Collaborate and assist with Family Needs Team activities
- Identify and provide appropriate referrals of families to Family Needs Team
- Adhere to the policies and procedures of the School Counseling Department and the school as outlined in the contract, Faculty/Staff Handbook, and other communications
- Collaborate with students, teachers, and department heads to determine appropriate course selection for students during the registration process and help students select appropriate courses
- Consult on cases and make appropriate school-based and external referrals, when necessary
- Engage in professional development and continuing education experiences to maintain the highest possible level of professional knowledge and skills, and remain current with licensure
- Participate as a student advocate in Discipline Board proceedings
- Coordinate meetings with parents and teachers, as needed
- Work collaboratively with the Dean of Students concerning student issues
- Respond to parent phone calls, requests for appointments, information, etc., promptly and initiate contact with parents as needed
- Prefecting, as assigned
- Other duties, as assigned

### Qualifications

*Qualifications:*

- Evidence of strong communication and organizational skills
- Ability to work collaboratively
- School Counseling, School Social Work, School Mental Health Practitioner Experience, preferred
- Master's Degree in a related field, required
- Certification and licensure from the State of Georgia or other state
- Commitment to furthering the Jesuit, Catholic Mission and Identity of the school

- Fluency in both English and Spanish desired
- Practicing Roman Catholic, preferred

### Physical Requirements

- Regularly interact with students, parents, staff and visitors
- Work at a desk and computer screen for extended periods of time
- Be able to attend evening athletic and club activity events on/off campus, as required
- Openness to occasional travel to athletic, club activity, training and Network events

### To Apply

To be considered for a faculty position at Cristo Rey Atlanta Jesuit High School, please submit the following items to [hr@cristoreyatlanta.org](mailto:hr@cristoreyatlanta.org).

1. Resume
2. Coverletter

### Non-Discrimination and Equal Employment Opportunity Policy

**Cristo Rey Atlanta Jesuit High School** is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state, or local law in the administration of any of its educational programs and activities or with respect to employment.

Approved by: Mr. Tony Harris Date 11/25/2022  
Principal

Reviewed: Ms. Courtney Kern  
Counseling Department Head