



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

JOB DESCRIPTION

Head of Counseling

Organization Summary:

[Cristo Rey Philadelphia High School](#), a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 525 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. This program helps prepare graduates for a successful start to their career after college completion.

The Ideal Candidate:

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth, committed to equity and inclusion, and who reflect and/or celebrate our rich cultural diversity. As the leader of the school counseling team, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young people.

The 12-month Head of Counseling will serve as the leader of the school's counseling team, working in close coordination with the other counselors, academic administration, faculty, student's families, and other supports to address student needs. The Head of Counseling will provide preventive and in the moment services for emotional, behavioral, academic, personal, or social concerns. Using a trauma informed lens, the ideal candidate will help alleviate the external barriers interfering with student's learning and wellness, and support students on their path to college and career readiness. The Head of Counseling reports to the Principal.

Duties and Responsibilities:

- Oversee the school counseling program.
- Provide individual and group supervision to school counselors in practice.
- Manage a caseload of students, to provide individual, as-needed counseling services.
- Maintain organized documentation of necessary reports.
- Collaborate in teaching counseling classes to discuss topics related to the academic, social, and emotional aspects of students' lives.
- Lead small group program, create weekly small group conversation plans and facilitate one weekly small group.
- Analyze student data, including attendance, disciplinary, and academic records, to identify at-risk students and routinely monitor their progress.
- Attend bi-monthly meetings with the academic administration to discuss at-risk students and collaborate to create intervention plans.
- Serve as a grade-level counselor support contact and attend weekly grade-level meetings.
- Advocate for and develop plans to improve the well-being of students and families based on

student's specific needs or circumstances (i.e. extended absences).

- Work with the school social worker to provide referrals to community resources and governmental programs such as outside counseling, food stamps, health care, and childcare.
- Respond to crisis situations, such as child abuse, self-harm, or suicidal ideation, and partner with outside agencies to ensure the safety of students and their families.
- Work with the dean's office to address reasons for inconsistent attendance and tardiness and develop solutions in collaboration with students and families.
- Serve as a liaison between community partners and students and their families.
- Engage in ongoing follow-up with students and families to ensure services have been effective.
- Engage in ongoing professional development, through Cristo Rey's faculty and staff meetings as well as external trainings related specifically to the training needs of school counselors.
- Conduct a yearly program audit to review the extent of program implementation and effectiveness.
- Collect and analyze data to guide program direction and emphasis.
- Measure the results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- Participate in other roles related to being a part of the school community, including attending campus ministry retreats, supporting work study initiatives, and leading student clubs.
- Additional duties as assigned.

Qualifications:

Successful applicants will embody the mission-commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition, they will meet or exceed the following requirements:

- A genuine and strong commitment to the mission of Cristo Rey Philadelphia High School.
- Strong interpersonal skills to relate well with students, staff, parents, and the community.
- Complete Virtus training and pass a background check.

Education and Experience:

- Masters level degree in school counseling or a related counseling field.
- PA school counselor certification or license preferred.
- Counselors can gain access to clinical supervision hours and/or funding for supervision hours through CRPHS.

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in classroom space – walking, sitting, standing, reaching;
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing;
- Must be able to stand for up to two hours working with colleagues/students
- Must be able to lift up to 25lbs on a frequent basis.

Application Process:

To apply for the Head of Counseling position at Cristo Rey Philadelphia High School, please submit a PDF of the following documents in an email to jointheteam@crphs.org:

- Resume or CV;
- Cover letter expressing interest in this position;
- Three references including name, title, relationship to applicant, phone number, and email address of each.

Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and a mission-driven culture that values community and initiative. Salary is commensurate with experience.

NOTICE TO APPLICANT: COVID-19 Vaccination Policy

Cristo Rey Philadelphia High School requires that all eligible employees and volunteers receive vaccination of COVID-19 as a condition of employment, subject to lawful exemptions.