



ABOUT O'DEA HIGH SCHOOL

O'Dea High School is a Seattle Archdiocesan Catholic school whose mission is to educate young men and prepare them to be men of character, faith, and service. O'Dea High School provides young men with a Catholic, college preparatory education. In the spirit and tradition of the [Essential Elements](#) of an Edmund Rice Christian Brothers education, O'Dea's diverse, single-gender learning environment lays a rich foundation for the academic and social development of our students.

O'Dea's One-to-One single device program features the Microsoft Surface Tablet. The Surface Tablet program advances O'Dea's educational mission by enhancing our students' experience of discovery, connection, and collaboration in new and exciting ways. Our students benefit from a curriculum designed to effectively use technology to transform student learning and foster digital citizenship.

POSITION: School Counselor for the 2018-2019 school year

- The School Counselor is a member of the Counseling Department and the Faculty
- The School Counselor position is responsible for providing a comprehensive counseling program for students which integrates services that meet the individual student's needs. This would also include consultation with teachers, staff, other high school educational programs and parents to enhance the counselor role as the student advocate for achievement of academic, social and college/career success.

JOB DESCRIPTION

1. Provide individual counseling
 - a. Academic Planning and Counseling
 - b. College/Career Counseling
 - c. Personal/Social counseling
 - d. Refer students with serious problems to appropriate program specialists or community agencies
 - e. Engage the student's parents/guardians throughout each school year in discussions about the student's academic, college/career and social progress
 - f. Maintain a confidential file on each student that documents all interactions with both the student and his parents/guardians
2. Provide Small Group Counseling in identified areas of common concern
3. Develop and Implement a school counseling curriculum

- a. Grade level appropriate
 - b. Collaborate with school and community resources
 - c. Articulate the curriculum to students, parents, faculty/staff and the community
 - d. Review the curriculum annually in consultation with the Assistant Principal for Student Services
4. Collect and interpret a variety of data, provide reports for administrative purposes
 5. Attend or participate in all required staff meetings and other activities deemed necessary by school administrators, in order to accomplish the objectives of the position, for professional achievement, and as part of a process of continual improvement and growth.

QUALIFICATIONS

- WA State ESA certification as a school counselor
- Masters Degree in School Counseling
- Experience working with the academic, social, and emotional needs of high school age boys and parents in a high school setting is required.
- Experience working with a diverse student and parent population
- Ability to effectively handle challenging and sensitive situations with students, parents, faculty/staff and administrators
- Demonstrated ability to exercise sound judgment and decision making.
- Experience with student and parent programming and informational sessions.
- Experience with individual and group counseling sessions
- Ability to prioritize and manage multiple tasks
- Excellent organization, written and oral communication skills.
- Strong professional collaborative skills
- Proficient use of Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).
- Familiarity with Naviance, a comprehensive K-12 college and career readiness program
- Practicing Catholic preferred

TERMS OF EMPLOYMENT

- Full Time
- A competitive salary and benefits package, commensurate with experience and effectiveness will be provided.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

While we are a Catholic school, O'Dea welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience with facilitating co-curricular activities and coaching sports