



Upper School Counselor

School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion. With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

Position Summary

Santa Catalina School, a nationally recognized, independent, Catholic school in Monterey, California, seeks a team of colleagues who are able and ready to respond to school needs as they arise. The Upper School Counselor is responsible for the effective organization and coordination of the school's counseling services. Reporting directly to the Head of Upper School, and working closely with the Dean of Students and the Director of Resident Life, the Upper School Counselor provides individual and group counseling, assists and communicates appropriately with advisors and parents, serves on appropriate school committees, and is an active presence on campus.

Description

The school counselor is responsible for supporting the social, emotional, and personal well-being of Upper School students. The Counselor will serve as an integral member of the Student Support Team, collaborating with teachers, advisors, administrators, and families to promote student health, wellness, and success.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

- Assist students with issues of educational, emotional, personal, and social development and adjustment
- Work as a member of a cohesive team in support of positive student growth
- Counsel students on a drop-in and/or scheduled basis
- Assess the counseling needs of individual students
- Coordinate, in collaboration with Upper School Administration, any necessary counseling with off-campus health providers
- Support and communicate with advisors as appropriate

- Work in concert with the Director of Health and Wellness in preparing residential, class-based, and/or faculty presentations

Other Responsibilities

- Other duties as assigned

Qualifications

- Two years experience as a school counselor with background in adolescent development
- Master's degree in school counseling
- California State School Counseling Certification or the equivalent
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law
- Demonstrated commitment to the American School Counselor Association Ethical Standards for School Counselors

Competencies

- Demonstrated evaluative and facilitative skills
- Excellent verbal and written skills
- Approachable and welcoming demeanor
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, intuition, and confidentiality
- Excellent writing, communication, and public speaking skills
- Ability to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Strong organizational and record-keeping skills and digital literacy
- Understanding of the dynamics of a school community
- Ability to assess and respond to the needs of the school and act as a representative of the school
- Commitment to professional growth and education
- Ability to function well under stress

Supervisory Responsibilities

- This position does not supervise other employees

Working Conditions and Compensation

- Be able to sit and meet with students for extended periods of time each day
- Work at a desk and computer screen for extended periods of time each day
- Ability to access buildings and facilities throughout a 36-acre campus, with reasonable accommodations, in order to meet with students and faculty
- Additional time is required beyond a normal day or week for evening and weekend meetings to attend school events and represent the school in the community
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Salary Range: \$75,000–\$100,000 depending on experience

Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter: santacatalina.org/employment. Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact employment@santacatalina.org.