

PACELLI CATHOLIC SCHOOLS
Job Description

HIGH SCHOOL COUNSELOR
(Revised March 2025)

QUALIFICATIONS:

- Advanced degree and school counselor certification is required
- Internship and/or other guidance work experience
- Possesses good communication skills
- Respects confidentiality
- Is tactful and considerate; cheerful, and possesses sense of humor
- Demonstrates organizational skills
- Able to work well with students, staff, parents, public
- Able to function well under pressure, reacts calmly and appropriately in emergencies and other stressful situations
- Must have or be willing to earn advanced religious certification
- Demonstrates loyalty to schools, system, diocese

REPORTS TO: High School Principal

AREAS OF RESPONSIBILITY:

I. Career/Vocational

- Manages and facilitates the process in which students evaluate career interests and choices on an annual basis
- Actively uses data and information from Xello to guide students toward career pathways and post-secondary learning opportunities
- Engages parents and students a **minimum** of one time per year to discuss Academic Career Planning (ACP) to include 4-year high school planning, reviewing student PreACT test data, discussing post-secondary plans, and preparing for college application process and financing.
- Assists with student records and protects their confidentiality
- Supervises the preparation and processing of college, scholarship, internship, apprenticeship, employment and military applications
- Makes recommendations to colleges for admission and scholarships
- Provides student information to colleges and potential employers
- Manage and provide ongoing support of the PCHS Advisory Program including creating lesson plans for advisory teachers, ensuring teachers are implementing lesson with fidelity, and reviewing student progress related to the program

II. Administrative Expectations

- Maintain professional, cooperative, and friendly relations with students, staff, parents, public
- Advises administrators and faculty on the matters of student discipline
- Shares with the principal the responsibility for protecting the health and welfare of the students

- Provides in-service training in Xello, ACP programming, and student academic data for teachers and student-teachers
- Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance department, and to improve the educational prospects of individual students being counseled
- Manages and directs the Pacelli ACP Program as outlined by the Wisconsin DPI to include clear programming goals related to College and Career Readiness, Academic Readiness, and Social Emotional Learning.
- Manage all Early College Credit Programming (ECCP) including partnerships with UW System, technical colleges, and third party vendors.
- Manage Youth Apprenticeship Programming, Senior School-to-Work Programming, and internships
- Acts as the School Assessment Coordinator for all testing including state required testing, PSAT testing, AP testing, ACT testing, and other testing programs as needed.
- Facilitate the use of testing data to assist parents, students, and teaching staff to guide students academic growth.
- Attend weekly Building Leadership Team Meetings
- Meet with principal weekly to discuss student and program progress
- Manage all aspects of billing relate

III. Learning

- Structures activities to meet the needs of the students
- Provides responsive services to individuals or small groups on academic and personal issues
- Assists students in the acquisition of study skills, academic opportunities and benefits
- Consults with teachers, staff and parents to enhance their effectiveness in helping students
- Works to discover and develop special abilities of students
- Obtains and disseminates occupational information to students and to classes studying occupations
- Shares responsibility for certifying students for graduation
- Aids students in course and subject selection
- Facilitates a successful standardized testing program
- Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation
- Plans guidance field trips to schools, colleges, and industry for interested students
- Guides students in their participation in school and community activities
- Orients new students to school procedures and the schools varied opportunities for learning

IV. Personal/Social Counseling

- Handle confidential information with discretion
- Remains readily available to student so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity
- Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment
- Refers students to appropriate third-party resources for ongoing counseling and support

- Provides an individual planning system to guide students toward acquiring self-responsibility
 - Confers with parents whenever necessary
 - Administer AODA programs for the High School
 - Administer student assistance programs for the High School
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- Complies with rules and objectives of school, system, diocese
 - Ability to maintain and ensure confidentiality of sensitive information and materials
 - Performs all other duties as necessary to the position and as specified by the principal