

The Kennedy Catholic Family of Schools is soliciting applications for the position of Middle/High School Director of Guidance and Counseling.

The Kennedy Catholic Family of Schools is a regional, college preparatory, Roman Catholic school system of the Diocese of Erie committed to providing spiritual inspiration, exceptional academics, and extracurricular activities. The school system consists of an elementary, middle, and high school division. The middle/high school division consists of approximately 200 students.

The role of the Director of Guidance and Counseling, as envisioned by the school and its mission statement, includes the following:

- Acts as liaison between colleges and universities and the high school.
- Provides opportunities for student meetings with post-secondary representatives.
- Counsels and assists high school students and parents as they gather necessary information and evaluate available resources in order to make decisions regarding post-secondary educational opportunities.
- Provides individual counseling to students and parents regarding the college application process and deadlines.
- Counsels and assists students and parents in assessing programmatic needs for high school.
- Provides a regular communication to students and parents with current information regarding scholarships and financial aid and other guidance services.
- Arranges annual programs to inform parents of college admission requirements, procedures and availability of financial aid.
- Provides academic and health information to teachers about individual student strengths and weaknesses.
- Advises students on courses of study, class schedules, and annually evaluates credit status of each student.
- Evaluates and monitors students who are on academic probation.
- Maintains guidance files for each student.
- Maintains and supervises the acquisition, transference, and updating, of permanent student records, grades, transcripts, and immunization records, and confirms the accuracy of all student records.
- Assists the principal in developing the master schedule of classes and coordinates data processing as it applies to schedules, transcripts, grade reporting, and related procedures.
- Maintains and coordinates the high school guidance center.
- Maintains updated referral services in the community (counselors, psychologists, tutors, special services providers, etc.).
- With the principal maintains and annually updates the Course Selection Guide for high school students.
- Provides personal counseling, evaluation, and referral services for students and their families.
- Coordinates career-related activities throughout the school year.
- Provides individual counseling sessions for each student at least once per year to establish or review academic goals, post-secondary aspirations, and to evaluate academic performance and overall progress.
- With the administrative team, plans and implements orientation for new and returning students.

The ideal candidate is:

- A practicing Catholic in good standing with the Catholic Church
- Committed to the mission and vision of Catholic Schools
- Focused on faith-formation and Catholic identity
- Focused on student achievement
- Able to engage in positive relationships with parents, students, faculty, and the larger community
- An excellent communicator, both oral and written
- Able to work collaboratively with faculty and administrators

Required Qualifications:

- Valid and active Elementary and Secondary School Counselor certificate (applications from candidates out-of-state and those currently enrolled in an administrative certification program will also be considered)
- Bachelor's Degree in Education, or in a related field
- Required criminal and child abuse clearances

Desired Qualifications

- Experience using data to make informed decisions about student achievement, instruction improvement, academic programming, and curriculum development
- Master's Degree in related field
- Five years of experience in a Catholic school is preferred

Application Requirements:

1. Cover letter expressing interest in the position as well as a brief background of educational experiences
2. Current resume
3. Official transcripts
4. Three *professional* references (not references from students or parents)
5. Completed Pastor Recommendation form*
6. Current Pennsylvania Health Report*
7. Copy of all active Pennsylvania Department of Education certifications
8. The following clearances:
 - a. Diocesan Statement of Intent of Compliance
 - b. Copy of Act 34 Pennsylvania State Police Criminal Record Check
 - c. Copy of Pennsylvania Department of Public Welfare Child Abuse History Certification
 - d. Federal Criminal History Record Clearance
 - e. Arrest Conviction Report
 - f. Diocesan Mandated Reporter Compliance Document
 - g. Act 168 Sexual Misconduct/Abuse Disclosure Release*

(* These forms can be obtained at <http://www.eriercd.org/schools/teachingforms.html>)

Upon Hiring, the following must be completed:

1. Diocesan Creating a Safe Environment online in-service training
2. Pennsylvania State Mandated Reporter Training Certificate

Applications will be accepted until June 30th, 2019. Questions related to the application process can be directed to Mr. Bill Lyon, Headmaster of the Kennedy Catholic Family of Schools (724.346.5531).

Completed application packets can be mailed to:

Fr. Jason A. Glover, S.T.L.
President, Kennedy Catholic Family of Schools
2120 Shenango Valley Freeway
Hermitage, Pennsylvania 16148