



## School Counselor Job Description

*The counselor position is a 12 month position beginning full-time on July 1<sup>st</sup>, 2021.*

Brooklyn Jesuit Prep is a Jesuit middle school for low-income students in the East Flatbush neighborhood of Brooklyn. The mission of the school is to break the cycle of poverty through education, employing a rigorous, well-rounded program with an extended school day, summer leadership camp, and graduate support. The School Counselor is a vital position. BJP has two School Counselors who collaborate to serve both the students and graduates of BJP. The School Counselor reports to the Principal.

### The counselor's primary duties and responsibilities fall into three main categories:

- 1. Student and Family Support:** visits the summer program during the month of July and provides counseling to students in need; carries a regular caseload throughout the school year of students who are identified as at-risk; provides opportunities for small groups; executes classroom units on adolescent development as needed; monitors all student progress by communicating with teachers and checking written report cards and progress reports; advocates for students at grade level and faculty meetings; coaches/moderates during sports and activities; collaborates with families to help find outside resources and support as needed; helps organize family events such as the Thanksgiving Potluck Dinner, Christmas Bingo, and Parent Appreciation Breakfast.
- 2. Special Education Coordinator:** collects IEPs from new students and initiates their conversion to IESPs; assists parents in advocating for services and keeping paperwork current; manages the schedule for SETSS and speech providers for students with IEPs
- 3. Admissions Director:** develop a recruitment schedule; employ the help of the secretary, principal, and admissions teacher with recruitment; establish relationships with community organizations; standardize the admissions process; collect applications and follow-up with incomplete paperwork

### Requirements:

- Master's degree in School Counseling or equivalent
- New York State issued certificate in School Counseling or equivalent
- 2 years of experience in an urban setting preferred but not required

**Salary:** Commensurate with experience

### How to Apply:

Please submit the following documents to:

Mr. Gregory Arte, Principal: [principal@brooklynjesuit.org](mailto:principal@brooklynjesuit.org)

- Cover letter
- Resume
- List of 3 possible professional references
- A copy of NY state issued certificate or statement about eligibility for certificate