



## St. Theodore Guerin High School

15300 Gray Road  
Noblesville, Indiana 46062

Telephone 317-582-0120  
Fax 317-219-0582  
guerincatholic.org

## EMPLOYMENT OPPORTUNITY

### School Counselor

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be a School Counselor. Start date would be September 9, 2019 or as soon as possible.

#### The School Counselor has the following responsibilities:

- Counsel students in a comprehensive model that includes academic, college, career, and social-emotional counseling
- Allow for consultation with students, teachers, administration, and parents when necessary
- Provide brief individual or group counseling for students in need of support
- Assist in comprehensive college planning across four years
- Meet with college admissions representatives and facilitate student meetings with colleges
- Write letters of recommendation and coach faculty in formulating insightful letters
- Give informational presentations to students and parents of all grade levels
- Gather, disseminate, and interpret PreACT, PSAT, ACT, and SAT scores and information

#### A successful candidate has the following traits:

- Be motivated and guided by their faith in Jesus Christ and the Catholic Church
- Have the ability to communicate and connect with every student
- Have good time management skills
- Have excellent oral and written communication skills
- Possess a vision and passion for mentoring young people through challenges
- Work well in a team atmosphere
- Present a professional demeanor to all stakeholders

#### The qualifications for the position are:

The ideal candidate would hold a Master's degree in School Counseling or a related field and hold a valid Indiana School Counselor License or be willing to work towards licensure. Previous experience as a school counselor would be preferred as would previous work in a school setting.

#### Salary

Salary will be calculated based on our teaching salary scale with a 200-day contract.

#### Contact Information

Qualified candidates should email a current resume and cover letter to [apply@guerincatholic.org](mailto:apply@guerincatholic.org). Please include at least three references as part of the resumé.

*St. Theodore Guerin High School is an Equal Opportunity Employer.*