



St. Theodore Guerin High School

15300 Gray Road
Noblesville, Indiana 46062

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

EMPLOYMENT OPPORTUNITY

Director of Guidance

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be a Director of Guidance. Preferable start date would be January 6, 2020, or as soon as possible. For the right candidate, the start date could be delayed until July 1, 2020.

The Director of Guidance also serves as a school counselor, and thus 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

As the leader of the department, the Director of Guidance has the following responsibilities:

- Promote and maintain the vision for a comprehensive counseling model
- Coordinate the master scheduling process
- Oversee and evaluate the other members of the guidance department
- Collaborate with other directors and school leadership to create a holistic approach to the formation of students
- Provide professional development for faculty and staff and seek professional development for the department as needed to support a holistic approach to student formation

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



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The qualifications for the position are:

The ideal candidate would be a practicing Catholic in good standing with the Church. They would also hold a Master's degree in School Counseling or a related field and hold a valid Indiana School Counselor License. Experience as a school counselor is required.

Contract

This position is considered an administrator position with a 260-day contract.

Contact Information

Qualified candidates should email a current resume and cover letter addressed to James McNeany, Principal, to apply@guerincatholic.org. Please include at least three references as part of the resumé with one of those references being a pastor.

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