



Bellarmino
College Preparatory

School Counselor

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a full-time School Counselor position beginning August 2020. The School Counselor is part of a team whose priority is to maintain a proactive program that engages students, develops advocacy skills, and collaborates with school personnel, administration and community/family members in the delivery of programs and activities to help students achieve success. Working at Bellarmine Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Collaborate with Counseling team to provide students with a safe and non-judgmental space to express concerns or worries
- Counsel students, with regard to academic and personal issues
- Analyze student performance in the classroom to provide support and identify potential issues
- Work with student to develop appropriately rigorous academic plan in accordance with skills, strengths, and interest
- Ongoing conversations responsive to student needs, goal setting, and post-secondary interest
- Communicate with teachers, parents, and administrators regularly about academic, social/emotional, and behavioral concerns
- Facilitate CURA course with counselees throughout the year
- Work with department members to review, design and enhance curriculum for CURA
- Collaborate with College Counselors, Learning Specialists, Campus Ministry, Christian Service Program, and Athletic Departments
- Facilitate crisis intervention for at-risk students
- Design and implement prevention programs
- Initiate referral to student and/or family for support from community resources for additional assistance and information
- Partner with parents of counselees as appropriate
- Develop and implement parent education events
- Support health units in PE courses
- Keep accurate records for counselees
- Attend department meetings and counseling department events
- Serve on school committees at the request of the administration
- Support the mission and philosophy of the school
- Abide by all school policies and regulations
- Complete other duties and/or projects as assigned



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Minimum Qualifications/Skills:

- MA in Counseling or PPS credential
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with internal and external constituents.
- Ability to work effectively with staff at all levels, displaying a positive attitude
- Demonstrated commitment to cultural proficiency
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision.
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- Experience working with high school students; preferably at a Jesuit or Catholic high school

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

General Information:

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for benefits
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 15th to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration



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To Apply Online: Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating “**School Counselor**” in the subject line of the e-mail.

To Send by Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
