



## **Full-Time Director of School/College Counseling**

### **Job Description**

East Catholic High School is looking for a dynamic individual who has the ability to lead our counseling department. A school counselor is integral to students' academic and personal development, guiding them through educational pathways and preparing them for the future. In addition, the lead counselor will support students through the college planning and application process, helping them make informed decisions about their academic and career futures.

### **ECHS Mission**

East Catholic High School is a regional college-preparatory school of the [Archdiocese of Hartford](#). Building on Catholic tradition and the charism of the [Sisters of Notre Dame de Namur](#), we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.

### **History**

Founded in 1961 by the [Archdiocese of Hartford](#), East Catholic High School is a coeducational college preparatory high school that provides a values-based education within an authentically Catholic yet ecumenically sensitive community. Since its earliest days, the school has been associated with the [Sisters of Notre Dame de Namur](#), whose charism of education and service enriches all aspects of the East Catholic experience. Located in Manchester, Connecticut, East Catholic serves Catholic and non-Catholic students from more than 35 communities in the Greater Hartford and Northeast regions of the state. East has been recognized as a "[Blue Ribbon School of Excellence](#)" by the U.S. Department of Education. East Catholic High School is accredited by the [New England Association of Schools and Colleges \(NEASC\)](#).

### **Specific responsibilities as a counselor include:**

- Provide individual counseling in academic, college and personal/social development;
- Ensure that all conversations and records are kept confidential unless there is a risk of harm.
- Provide intervention/support in crisis situations;
- Review and advise academic courses, rigor and graduation requirements each year;
- Track students' academic performance and intervene when necessary;
- Interpret cognitive, aptitude and achievement tests;
- Organize and administer standardized tests including PSATs and SATs each year;
- Assist parents with solving students' school-related problems;
- Facilitate group sessions focused on study skills, time management, and peer relationships;
- Actively participate in student PPT meetings and understand and create an accommodation plan using the 504 plans that are supported;
- Provide immediate support in emergency situations, such as a death in the family, etc.;
- Develop and implement anti-bullying programs and mediate conflicts between students;

- Work with teachers to identify students in need of additional support and develop strategies to help them;
- Make referrals to specialists and outside agencies;
- Implement programs that focus on preparing students for the transition from high school to college or the workforce;
- Assist students in researching colleges and universities that fit their career goals and preferences;
- Help students with the college application process, including essay writing and application completion;
- Provide information and support in applying for scholarships, grants, and financial aid;
- Follow-up with students throughout the process of selecting and acceptance;
- Work closely with teachers, administrators, and other school staff to support students' career development;
- Teach students how to write effective resumes and cover letters;
- Guide students on how to search for jobs, internships, and volunteer opportunities;
- All other duties as assigned;

**Qualifications:**

- Bachelor's Degree or higher in Counseling, Psychology, and Education preferred
- References (both professional and personal)
- Must submit to a background check and Virtus training
- Excellent written and verbal communication skills
- Possess thorough knowledge of present practices and current trends in school counseling; a deep understanding of the college admissions process, including standardized testing, application systems (like the Common App and Naviance), and financial aid.

**Contact:** Please email cover letter, resume, and references to Gina Burby, Dean of Academics, at [burbyg@echhs.com](mailto:burbyg@echhs.com).