



Guidance & College Counselor

Position Overview:

Academia María Reina is an all-girls Catholic college preparatory school seeking a dedicated and experienced Guidance & College Counselor for the 9th-12th grade level. The Counselor will play a pivotal role in providing comprehensive guidance services, assisting students in their academic and personal development, especially supporting college readiness and college application process. The ideal candidate will be committed to fostering a joyful atmosphere, upholding the values of the Sisters of St. Joseph of Brentwood, NY, and demonstrating a growth mindset. A strong commitment to diversity, equity, and inclusion, dedication to social justice and lifelong learning, is essential.

Responsibilities:

1. Individualized College Counseling and Application Guidance

Provide personalized counseling to students in grades 9-12, focusing on academic planning, college selection, and the application process. This includes:

- Conducting one-on-one meetings with students to discuss academic goals, career interests, and extracurricular activities.
- Assisting students in developing a balanced college list that aligns with their strengths, interests, and aspirations.
- Guiding students through the preparation and completion of college applications, including essay writing, interview preparation, and meeting application deadlines.

2. Coordination and Facilitation of College Readiness Programs

Design and implement comprehensive college readiness programs and workshops for students and their families. This includes:

- Organizing informational sessions on topics such as financial aid, scholarship opportunities, standardized test preparation, and college admissions trends.
- Hosting college admissions representatives and arranging campus visits to provide students with direct access to college information and networking opportunities.
- Collaborating with faculty to integrate college readiness skills and knowledge into the broader school curriculum and activities.
- Keep organized records of planning and attendance of students and community members at events such as college fairs and informational sessions.
- Keep records and running lists of college acceptances, awards etc. yearly. Prepare quarterly reports to be submitted to the school's Principal and Administrative Team.
- Organize and host two evening informational meetings per year for parents centering on college readiness and college admissions topics.
- Collaborate in school administration/proctoring of standardized tests such as: PAA, SAT, AP and PNA, among others.

3. Maintenance of Student Records and Communication with Stakeholders

Maintain accurate and up-to-date student records and effectively communicate with various stakeholders to support each student's college application process. This includes:

- Knowledge of Naviance platform resources for the use of student records, list of universities discussed in interviews, interest, and vocational surveys, among other resources.
 - Keeping detailed records of students' academic performance, extracurricular involvement, and counseling interactions.
 - Writing comprehensive and personalized letters of recommendation for students applying to colleges.
 - Serving as a liaison between the school, students, parents, and colleges, ensuring clear and timely communication regarding students' progress and application status.
4. **Teaching Responsibilities:**
- Teach guidance courses focused on college and career readiness, providing students with essential skills for post-secondary success.
 - Collaborate with teachers to integrate college readiness skills into the curriculum.
5. **Committee Involvement:**
- Actively participate in one or two school committees, contributing to the overall development and improvement of the school community.
6. **Student Holistic Growth:**
- Collaborate with teachers and parents to support the holistic growth of students.
 - Implement programs that address the social-emotional development of students.
 - Be a presence for students during non-academic hours.
7. **Mission Alignment:**
- Embrace and exemplify the values and traditions of the Sisters of St. Joseph of Brentwood, NY.
 - Model and reinforce the school's commitment to diversity, equity, and inclusion.
8. **Professional Development:**
- Demonstrate a commitment to lifelong learning by staying informed about best practices in guidance and college counseling.
 - Engage in professional associations related to the field.
 - Participate in professional development opportunities relevant to the role, within and outside Puerto Rico.

Qualifications:

- Master's degree in Counseling, School Counseling, Counseling Psychology or related field.
- License granted by the Department of Health, that is, LPC (License Professional Counseling).
- Previous experience in college counseling or guidance counseling, preferably in secondary school.
- Fully bilingual.
- Strong interpersonal and communication skills.
- Embrace the values of the Sisters of St. Joseph of Brentwood, NY.
- Demonstrated commitment to diversity, equity, and inclusion.
- Excellent organizational and time-management skills, with the ability to meet deadlines.
- Commitment to professional development and best professional practices.
- Ability to work under pressure and capable of adhering to a work schedule with minimal supervision.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and retirement benefits.
- Professional development opportunities.
- Vibrant and supportive work environment within a diverse and inclusive community.

Application Process:

To apply, please submit a resume, cover letter, and contact information for three professional references through Academia María Reina's Website under the "Career" tab. Applications will be reviewed on a rolling basis until the position is filled.

Academia Maria Reina is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. We celebrate diversity and are committed to creating an inclusive environment for all employees.