



**CHRISTIAN BROTHERS ACADEMY
SYRACUSE, NEW YORK**

JUNIOR HIGH SCHOOL COUNSELOR

Christian Brothers Academy is a private, Catholic, coeducational college preparatory school established in 1900 by the Brothers of the Christian Schools, a religious order founded by St. John Baptist de La Salle. The student body of 7th through 12th graders reside in Syracuse and over 30 different surrounding communities. The school enjoys a rich and distinguished tradition of academic, spiritual, athletic, and co-curricular excellence. The typical CBA graduate matriculates directly to a 4-year college.

CBA operates with an administrative team of President, Principal, Assistant Principal for Academic Affairs, and an Assistant Principal for Student Affairs. The Directors of Athletics, Admissions, Campus Ministry, Development, Guidance, Finance, and the Junior High School have prominent roles at the school. The Junior High School Counselor provides guidance and counseling to all students in grades 7 and 8. This is a 10 month full time position with some summer work.

POSITION DESCRIPTION

- Monitor the overall adjustment to CBA and personal development of all Junior High students. Meet individually with all 7th and 8th grade students at least once per year.
- Monitor the academic progress of all Junior High students and coordinate appropriate interventions, as needed.
- Meet individually with students to address concerns, particularly those that are impacting their performance in school (i.e. academic, personal, social, family, illness, etc.)
- Participate in all 7th and 8th grade team meetings and coordinate student interventions with the Jr. High teachers.
- Coordinate activities and plans for the 7th grade "Academic Prep" classes which may include individual meetings, small group activities, or large group instruction to address academic, social, and other Jr. High issues.
- Provide additional study skills training and assign peer tutors, when needed.
- Maintain communication and foster positive relationships with parents. Provide guidance updates, news, and notifications to all parents on a regular basis via Naviance. Facilitate parent-teacher conferences, as needed.
- Administer PSAT 8/9 to all 8th graders on National Testing Day.
- Coordinate the 8th Grade "Reverse Career Fair". Teach unit on career exploration.
- Attend and participate in all 504 and CSE meetings for 7th and 8th grade students.

- Submit nominations and recommendations to the Johns Hopkins Talent Search, Guardian Angel Society, Science Horizons program, and other special programs for students.
- Collaborate with the Director of Admissions in planning and conducting orientation activities and transition programs for all incoming 7th graders.
- Meet individually with all new 8th grade students/families to assist in their transition to CBA.
- Assign peer mentors to new 8th graders and meet with transfer students frequently during the 1st semester.
- Register Junior High students for summer school; monitor summer grades/credits.
- Review and approve all Junior High school transcripts.
- Assist with Junior High course placement (science/math).
- Assist with Junior High scheduling including balancing classes and resolving conflicts.
- Provide referrals for counseling, tutoring, testing, and other services. Serve as a liaison to outside service providers.
- Maintain complete and confidential student records.
- Other assignments as assigned by the Director of Guidance

QUALIFICATIONS

- Well-suited for the ministry of Catholic/Lasallian education
- Master's degree in counseling or related field required, NYS School Counseling certification preferred
- Two or more years counseling experience; Jr. High and school-based experience preferred
- Desire and ability to work collaboratively with the Guidance Department and Jr. High teams
- Excellent oral and written communication skills