



HIGH SCHOOL GUIDANCE COUNSELOR

Mission Statement

Brother Rice High School is a Catholic College Preparatory School for young men. Inspired by the [Essential Elements of a Christian Brother Education](#), the school fosters the spiritual, intellectual, cultural and physical development of its students. Brother Rice community promotes excellence through an environment conducive to lifelong personal growth, responsible moral choices and critical thinking.

Position Description

The High School Guidance Counselor at Brother Rice High School supports students' holistic development, focusing on academic, personal, and college counseling. This role entails collaborating with students, parents, teachers and other stakeholders to foster overall student well-being by delivering comprehensive guidance services.

Qualifications

Educational:

- Preferred Master's degree in Guidance and Counseling and a Michigan School Counselor Endorsement (NT) or a valid Michigan School Counselor License (SCL). A State of Michigan Licensed Professional Counselor (LPC) is preferred.

Personal:

- Ability to work cooperatively with administration, teaching staff, students and parents in the ongoing task of providing the best possible Edmund Rice Christian Brother education for all students
- Have experience working in a secondary counseling position supporting College and Career Counseling

Major Responsibilities

- Academic, personal and college counseling provided to individuals and small groups
- Monitor student progress through electronic data systems (PowerSchool and MaiaLearning)
- Provide advocacy for students
- Develop and maintain student educational plans and scheduling
- Ability to coordinate and administer AP, preACT/ACT and PST testing annually; maintain testing data
- Interpret placement test results and use multiple data points for advisement
- Maintain close working relationship with students, parents, faculty, partner schools and community resource agencies.
- Counsel students on academic programs, post-secondary planning, provide crisis intervention and referral services as appropriate
- Ability to develop and deliver parent programming and follow-up
- Ability to develop and deliver large group guidance presentations
- Collaborate with Counseling Department members on all functions of departmental roles
- Other duties and responsibilities as assigned by the Principal

Critical Qualities

- Intentional disciple of Jesus Christ who evidences the Brother Rice Pillars of Respect, Integrity, Character and Excellence and consistent to the values of the Catholic faith.
- Polished and professional in appearance
- A natural ability to connect with both students and adults.
- Maintain strict confidentiality
- Self-starter with both initiative and follow-through
- Flexible with a sustained positive attitude
- Exceptional organizational skills with strong attention to detail
- Willingness to work occasional evenings

Application Process

To apply for this position, please send to jobs@brrice.edu.

- A comprehensive resume
- A letter stating your personal interest in the position, indicating how your skills, knowledge and experience match the responsibilities articulated in the job description
- In 500 words or less, describe your school counseling philosophy and how you will put that into practice at BRHS
- Undergraduate and graduate transcripts
- A copy of a valid teaching, administrative or counseling certificate
- Three letters of references including telephone contact information

Application deadline: Applications are being accepted until position is filled.