



Job Description

Job Title: Full Time Academics, Personal and Social Service Counselor 2018-2019 school year.
The position includes benefits.

Reports To: Principal and Vice-Principal for Curriculum and Student support.

San Miguel High School is located in Tucson, Arizona and is committed to the mission of providing a high quality, Catholic, college-bound education to low income students following the Lasallian tradition in the Cristo Rey Network model.

Major responsibilities

Offer academic and personal counseling to all grade levels as well as be knowledgeable of social service needs of our students and families

The essential responsibilities of this position include, but are not limited to:

- Academic Counseling
- Personal Counseling
- Collaborating within the Counseling Department to investigate personal and social needs, develop academic plans, and focus on student achievement and well-being.
- Be in constant contact with the Principal and assistant principal for curriculum keeping them informed on student needs and well-being.
- Build and maintain positive relationships with students and instructional staff.
- Communicate effectively with families.
- Help with vigilance at school assemblies, prayer services, masses, and other school or class gatherings.
- Help with lunch-time or break perfecting duties.
- Be present at all staff meetings, retreats and celebrations.

Qualifications

Candidates should possess an MFCC or equivalent, an academic background and have some knowledge of Lasallian Education and Cristo Rey Network model. Bi-lingual in Spanish is preferred.

Physical / Mental Requirements and Activities

Coordination and manual dexterity, normal mental and visual ability, ability to lift as required in office settings, walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

To Apply

Please submit résumé, letter of interest, contact information for five references and employment application (found in the Employment section of the San Miguel website) to Christine Miranda or you may email to mirandac@sanmiguelhigh.org

Submissions will be reviewed on a rolling basis until the position is filled. Pre-employment background screening is required for all positions.