

## **Director of School Counseling**

The Director of School Counseling is a highly skilled professional who leads the School Counseling office and serves as school counselor to freshman and sophomore students. The successful candidate is a certified school counselor who possesses strong and effective interpersonal, organizational, and communication skills. This position requires thoughtful leadership, confidentiality, accurate record keeping and ability to effectively implement several projects simultaneously. The Director of School Counseling exhibits dedication to the mission and vision of Mount de Sales Academy.

### **Other Skills**

- Able to successfully lead and direct a team
- Knowledge of Naviance, MS Office Suite and Administrator's Plus or similar database system
- Quantitative reasoning skills to interpret academic records
- Ability to work in a kind, professional, and collegial manner with discretion and confidentiality
- Ability to remain calm and focused amid multiple demands
- Maintain professional and ethical standards as outlined in the Personnel Handbook

### **Professional Qualifications**

- Master's degree in School Counseling or related field, from an accredited educational institution.
- Minimum of three years of experience as a successful School Counselor
- Experience in administering and interpreting educational testing
- Experience with school counseling techniques and referral process
- Supportive and knowledgeable of the Church's teachings on moral issues

Interested candidates should be highly skilled professionals with a bachelor's degree in the specified area and are committed to the mission and vision of Mount de Sales Academy. Please email a cover letter, application, and updated resume to the attention of Marie Kromeke at [mkromeke@mountdesales.org](mailto:mkromeke@mountdesales.org) or send a hard copy to Ms. Kromeke at Mount de Sales Academy, 700 Academy Road, Catonsville, MD 21228. Deadline to apply: March 29.