



## BISHOP DWENGER HIGH SCHOOL

### **School Guidance Counselor Job Description**

<b>Reports To:</b>	Guidance Director
<b>Qualifications:</b>	State Teacher Certification M.S. Ed. School Counseling
<b>Job Goal:</b>	To assist students in grades 10-12 with the academic courses, post-secondary plans, and their progression to graduation meeting the requirements for an Indiana diploma.

### **Student Related Tasks**

1. Student caseload is a section of the alphabet with students in grades 10-11.
2. Plan and organize a portion of the school's standardized tests as determined by the department.
3. Closely monitor grades for caseload and work with students with academic struggles.
4. Check mid-term, quarter, and semester grades for students. Advise students as needed regarding school's academic resources.
5. Assist Senior caseload students with college admittance process.
6. Monitor caseload of students to ensure they meet the Indiana graduation pathways to earn a diploma.
7. Network with teachers to help mentor students in need.
8. Give classroom presentations on college and career planning-related topics such as scheduling, Naviance, testing, student success, etc.
9. Meet individually with caseload of students to review diploma tracks and to select classes for the upcoming academic year.
10. Counsel any student referred by a teacher, parent, or administrator.
11. Assist in incoming Scheduling Night for incoming Freshmen.

### **Parent Related Tasks**

1. Communicate directly with parents regarding students of concern.
2. Facilitate parent and teacher meetings, as necessary.
3. Write for the Halo weekly e-newsletter regarding Guidance information, as necessary.

### **Administrative Duties**

1. Assist Guidance Director, as requested.
2. Assist with and coordinate standardized testing, as needed.
3. Assist with school duties and student supervision.



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4. Attend monthly Curriculum Committee meetings.
5. Attend Annual Case Conferences for ISP students.
6. Attend monthly Vault Meetings with Administration.
7. Work as a collaborative member of the Guidance Team.
8. Act as liaison to Indiana Tech for dual credit students.
9. Other tasks as determined by the Director or school Administration.

**START DATE:** Hire for the 2023-2024 school year

**MORE INFORMATION:** Lora McGuire, Guidance Director  
[lmcguire@bishopdwenger.com](mailto:lmcguire@bishopdwenger.com) or 260-496-4701

**TO APPLY GO TO:** Applicants should also complete the diocesan application materials found at:  
<https://theapplicantmanager.com/careers?co=df>