

**High School Guidance Counselor:**  
**Grades 11 and 12**

Department: 511 – Other Instructional Staff  
Full Time: 37 ½ hrs. (Monday – Friday) 7:30am –



**John Carroll High School, Inc.**  
**Job Description**

Reports to: Assistant Principal

FLSA Status: Exempt

**Essential Job Duties/Responsibilities:**

Faith Community Affairs:

- Ensures that all guidance practices reflect the Catholic mission of the school;
- Remains aware of and represents the religious aims and objectives of the school to the wider community

Academic/Student Affairs:

- Work continually with assigned students on their 4-year academic plan
- Explain and monitor the course selection process
- Research schedule change requests and facilitate those when warranted
- Disseminate curricular information via classroom visits and individual conferences
- Assist students in accessing academic and career opportunity information
- Counsel students on communication skills, responsible decision making, respect for others and self, family relationships, resource contacts in and out of school, physical and emotional dangers of substance abuse, conflict resolution, and other issues as they arise
- Be available during the school day for student and teacher contact
- Keeps abreast of current developments in Catholic education.
- Assist with grade level retreats
- Facilitate the Financial Aid Night
- Organize participation in IRSC's Great Explorations program
- Help coordinate visits by college representatives
- Assist students with the college application and search processes
- Assist student with scholarship applications and searches
- Facilitate the dual enrollment and early admissions programs
- Facilitate honor roll designations and recognition
- Manage international documents and transcripts

Enrollment Management:

- Manage the admissions process regarding transcript evaluation, scheduling, and other related academic matters
- Coordinates the registration process with the director of institutional advancement and business manager

- Coordinates guidance functions and works with the director of IA regarding the recruitment and retention of students
- Attends open house and other activities requiring guidance department presence.

Communication:

- Participate in Back-to-School Night
- Communicate with parents and arrange meetings if necessary
- Communicate with teachers regarding students' progress

Other:

- Performs other duties as assigned by the Principal or his designee

**Qualifications:**

- Master's degree in Guidance Counseling (preferred)
- Have or be willing to obtain Florida Certification in Guidance Counseling K-12
- Proficient in Microsoft Office programs (MS Word, Excel, Access, Outlook, etc.)
- Excellent and professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with school employees, departments heads, teachers, representatives of other agencies and the general public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to exercise good business judgment, exercise discretion and maintain confidentiality.
- Strong organizational skills and capable of multitasking
- Ability to work independently

**Physical Requirements**

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e. typing)
- Frequent extended periods of sitting
- Occasional periods of standing, kneeling and climbing
- Occasional ability of minimal hearing (i.e. loud noises, sirens) and routine hearing (i.e. listening to others in conversation)
- Occasional time spent working closely with others

<b>Reviewed/Approved By:</b>	
<b>Principal:</b> _____	<b>President:</b> _____
*****	
Hand delivered on _____, 2018, by _____ (Supervisor)	
to _____ (Employee).	
I acknowledge receipt of and understanding of my job responsibilities as outlined in this Job Description.	
Signed: _____ (Employee)	Date: _____
Signed: _____ (Supervisor)	Date: _____
<b>Copies: Supervisor, Employee</b>	<b>Original: Personnel File</b>



FOR IMMEDIATE RELEASE:  
John Carroll High School  
3402 Delaware Avenue, Fort Pierce, Florida 34947  
[www.JohnCarrollHigh.com](http://www.JohnCarrollHigh.com)  
(772) 464-5200 Phone, (772) 464-5233 Fax

**John Carroll High School is seeking to fill the position  
of Director of Enrollment**

John Carroll High School is seeking to fill the position of Director of Enrollment. Some of the job duties of this position include:

- Ensure that all student recruitment, admissions, and retention programs and practices reflect the Catholic mission of the school
- Develop and oversee the implementation of all strategies for attracting and retaining students, campus visits, admission events, follow-up communication, accepted student initiatives, and student retention initiatives
- Give presentations to prospective students and parents in individual and group settings including on campus events, and visits to local feeder schools and parishes
- Guide prospective families through the admission process in conjunction with the guidance office and maintain ongoing communication with those families
- Recruit and train Parent and Student Ambassadors who will assist with enrollment management initiatives
- Maintain monthly and annual statistics related to enrollment management (enrollment projections, attrition rates, feeder school enrollments, etc.) and report the results to the President and Principal
- Manage the school's shadow program called "Ram-for-a-Day"
- Commit to continuous improvement by keeping abreast of current developments in Catholic education
- Work closely with the guidance office and assist when there are areas of need
- Create and disseminate enrollment collateral in print and electronic form

To apply, please send a letter of interest, resume, and references to Mrs. Corey Heroux, Asst. Principal. Kindly include any prior experience and/or certifications by emailing [CHeroux@JohnCarrollHigh.com](mailto:CHeroux@JohnCarrollHigh.com) or calling (772) 464-5200, extension 111. The school will be accepting applications through May 4, 2018.

John Carroll High School is a non-profit Catholic school located in St. Lucie County, who is proud to uphold its mission of inspiring the pursuit of educational excellence, fostering character formation, developing a commitment to service, and affirming the dignity of each student entrusted to our care.



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## **John Carroll High School is seeking to fill the position of Director of Development**

John Carroll High School is seeking to fill the position of Director of Development. Some of the job duties of this position include:

- Develop and implement strategies to seek donors to contribute to the school's Annual Giving Campaign, in addition to creating and disseminating the campaign literature
- Actively steward donors and build relationships with the community in order to grow the school's fundraising capacity
- Maintain school's donor database, and update accordingly
- Coordinate and plan a variety of special events and fundraisers, which may include, but are not limited to the Mega Drawing, Gala, and Golf Tournament
- Update the school's official Facebook, Instagram, and Twitter accounts, in addition to coordinating un-official social media sites using the name John Carroll High School
- Market the school through various print and electronic means
- Oversee the Parents' Guild and its activities and fundraisers, which include events such as monthly meetings, Back to School Night & Parent Expo, Grandparents' Day, Poinsettia Sales, Freshman Orientation, Teacher Appreciation Week, Quarterly Lunches for Faculty/Staff, METS Stadium Concession, Baccalaureate Reception, and Project Graduation
- Update and expand the alumni database in order to build a strong Alumni Association
- Work closely with the Director of Enrollment to promote the school and assist when there are areas of need
- Maintain the school's website and post updates accordingly
- Collaborate with internal and external stakeholders for the purpose of building effective communication, enhancing relationships, and ensuring a high quality of customer service to achieve JCHS's goals and objectives in addition to coordinating responses to all public information requests
- Ensure all branding standards are upheld by JCHS

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May 1, 2017

## **John Carroll High School is seeking to fill the position of History teacher**

John Carroll High School is seeking to fill the position of History teacher. To apply, applicants should have a degree in history or related field, and a valid teaching certificate. A minimum of three (3) years teaching experience is preferred.

Please send a letter of interest, resume, and references to Mrs. Corey Heroux, incoming Principal. Kindly include any prior teaching experience and/or teaching certifications. Please contact Mrs. Heroux at John Carroll High School by emailing [CHeroux@JohnCarrollHigh.com](mailto:CHeroux@JohnCarrollHigh.com) or calling (772) 464-5200, extension 111. The school will be accepting applications through May 15, 2018.

John Carroll Catholic High School is a ministry of the Diocese of Palm Beach committed to the spiritual, academic, physical and emotional growth of our student body. Guided by our Catholic faith and tradition, we recognize Jesus Christ as the model for the whole person we seek to develop. Our mission is to inspire the pursuit of educational excellence, foster character formation, develop a commitment to service and affirm the dignity of each student entrusted to our care.



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May 1, 2017

## **John Carroll High School is seeking to fill the position of Chemistry Teacher**

John Carroll High School is seeking to fill the position of Chemistry teacher. To apply, applicants should have a degree in chemistry or a related field and a valid teaching certificate. A minimum of three (3) years teaching experience is preferred.

Please send a letter of interest, resume, and references to Mrs. Corey Heroux, incoming Principal. Kindly include any prior teaching experience and/or teaching certifications. Please contact Mrs. Heroux at John Carroll High School by emailing [CHeroux@JohnCarrollHigh.com](mailto:CHeroux@JohnCarrollHigh.com) or calling (772) 464-5200. The school will be accepting applications through May 15, 2018.

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FOR IMMEDIATE RELEASE:  
Contact: Jennifer M. Trefelner  
Director of Institutional Advancement  
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## JOHN CARROLL HIGH SCHOOL SEEKING A VARSITY VOLLEYBALL COACH

John Carroll High School is searching for a Head Coach for the Varsity volleyball team. Please send a letter of interest, resume, and references to JCHS incoming Principal Mrs. Corey Heroux. This position may be associated with a full-time faculty/staff position that is currently available, as well.

Please contact Mrs. Heroux at John Carroll High School by emailing [CHeroux@JohnCarrollHigh.com](mailto:CHeroux@JohnCarrollHigh.com) or calling (772) 464-5200, extension 111. The school will be accepting applications through May 1, 2018.

John Carroll High School is proud to be the only private, Catholic high school in the four-county area, and to uphold its mission of inspiring the pursuit of educational excellence, fostering character formation, developing a commitment to service, and affirming the dignity of each student entrusted to our care.

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