



ST. AGNES  
ACADEMY  
for GIRLS

ST. DOMINIC  
SCHOOL  
for BOYS

*The Dominican*  
COMMUNITY *of* SCHOOLS

**Job Title:** Director of Counseling and College Counselor

**Department:** Upper School (Counseling)

**Contract Period:** 11 Months

**Reports to:** Dean of the Upper School

**Calling:**

The Director of Counseling will be a dynamic and effective leader who is able to work collaboratively with the counseling team and Upper School educators. This person will be well versed in a school counseling program, including academic preparation, college and career counseling, and social and emotional care. This person will lead, guide, and supervise grade-level counselors and the registrar. Additionally, this person will work closely with the Dean and should be positive, flexible, and have a strong rapport with educators, students, and parents.

**Essential Duties and Responsibilities:**

- Support school policies and the teachings of the Catholic Church in word and actions.
- Serve as the leader of the Upper School Counseling center and assist in college advising.
- Create a comprehensive school counseling program.
- Create and facilitate an internship program for seniors.
- Oversee Upper School student registration.
- Oversee the College Counseling Program for grades 9-12.
- Oversee an advisory program.
- Provide academic and social and emotional counseling to students.
- Support and lead the Upper School grade counselors with their responsibilities and professional growth.
- Communicate with parents and students about counseling.
- Conduct (or advise at) parent-teacher-student conferences.
- Finalize transcripts/final grade reports for all students so that graduation requirements are met.
- Perform duties as assigned by the President of the School and the Dean of the Upper School, supporting the leadership team of St. Agnes Academy-St. Dominic School.

**The Ideal Candidate will possess the following qualities:**

- Master's degree in school counseling or related field.
- At minimum three years of experience as a school/college counselor.
- Training in Crisis Response (or willingness to be trained).
- An appreciation of and commitment to single gender education, diversity, and serving the needs of a diverse population.
- Effective communication skills and the ability to positively collaborate with others.
- Leadership and team building skills; ability to reach out and develop community.
- Initiative and creativity to develop a challenging, innovative, and exciting counseling program.
- Flexibility, energy, high expectations, and high integrity.

**Candidates should email a completed application and credentials (cover letter, resume, and a list of references) to Heather Valdez, Dean of the Upper School ([hvaldez@saa-sds.org](mailto:hvaldez@saa-sds.org)). The position will remain open until filled.**

St. Agnes Academy-St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

St. Agnes Academy-St. Dominic School is a Catholic, independent school in Memphis, Tennessee, inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We have a supportive, familial school connected by a warm, welcoming atmosphere. The school, which offers both single-gender and co-educational programs in grades PK2-12, is committed to growing well-balanced students, mind, body, and spirit, in a faith-filled environment.