



**CENTRAL  
CATHOLIC  
HIGH SCHOOL**

*Men of Faith, Men of Scholarship, Men of Service*

**CENTRAL CATHOLIC HIGH SCHOOL  
4720 Fifth Avenue  
Pittsburgh, PA 15213**

**Position Description  
Director of College Counseling**

**Mission Statement**

The Central Catholic Promise: To inspire boys to become Men of Faith, Men of Scholarship, Men of Service.

Central Catholic High School, a college preparatory school for boys, is guided by the educational principles of St. John Baptist de La Salle.

The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and learning and develops leaders rooted in the Gospel values of integrity, respect, service, justice, and peace.

**Director of College Counseling Position Overview:**

The Director of College Counseling is responsible for the daily operations and implementation of the college guidance program which guides students through the college admissions process. The Director of College Counseling creates and executes educational programs, compiles and processes college application packets, and coordinates the fall calendar of college representatives for college visits. As a person of faith, the Director of College Counseling must be open to deepening their commitment to the Catholic and Lasallian mission of the school through the various aspects of student life. Every aspect of the activities undertaken will be carried out in a professional, objective manner that is in keeping with the mission and philosophy of Central Catholic High School as well as the ethics appropriate to the counseling profession.

**Reports to:** Principal

**Direct Reports:** None.

**Status:** Full-time, 10-month per year, exempt position.

### **Responsibilities:**

- Creates and executes educational programs and materials for parents and students pertaining to the college application process including written materials for parents and students pertaining to the college application process (i.e. written materials and letters, workshops or seminars, and individual meetings with students and parents).
- Follows an established process for the compilation and processing of college application packets, including writing official school recommendations, gathering faculty letters of recommendations, transcripts, essays, and other required materials.
- Establishes and maintains the fall calendar of college representative visits to school; meets with representatives; and serves as the school liaison with college admissions offices throughout the year.
- Conducts a series of informative programs for students and parents to include:
  - College planning for juniors and parents
  - Financial Aid workshop for seniors and parents
  - College information nights and college fair experiences for students
  - College visits for Juniors and Seniors
- Assists the School Counseling Department in ensuring college admission education in the Counseling curriculum.
- Communicates important and relevant information to students, especially seniors, through SCOIR, parent newsletter and the daily bulletin.
- Maintains and updates records of college applications, acceptances and scholarships
- Maintains an updated library of college and financial aid information.
- Assists and guides families in navigating the financial aid and scholarship processes.
- Develops and publishes the annual School Profile.
- Engages in ongoing professional development and maintains active membership in professional organizations: the College Board, the National Association of College Admission Counselors, the Pennsylvania Association of College Admission Counselors, and any other relevant organizations.
- Maintains and shares information about standardized tests such as SAT and ACT.
- Participates in various activities outside the normal school hours such as Back-to-School Night, Open House, etc.

### **Position Requirements:**

- Bachelor's Degree in Counseling, Education, or related field (Master's Degree preferred).
- Experience in Admissions/Counseling preferred.
- Excellent written and verbal communication skills.
- Strong Organizational ability.
- The ability to meet deadlines.
- The ability to supervise administrative assistants and work with school administration, counselors and faculty.
- The ability to work with a diverse community of students and parents.
- Knowledge of colleges/universities and their admissions policies.
- Experience with online database systems such as Naviance, PowerSchool and Finalsight.

- Ability to inspire confidence and passion within the school.
- Knowledge of adolescent male development.
- Ability to work as part of the administrative team and counseling team.
- Willingness to participate in Lasallian Formation Programs.
- Maturity and wisdom to optimize faculty members' engagement in the mission of the school.
- Unquestionable integrity.
- Willingness to work evenings/weekends as necessary.
- Skilled at building and sustaining excellent relationships in the community with both adults and students.
- Experience maintaining accurate and appropriate records, both electronically and paper.
- Must be a detail-oriented person.
- Ability to speak before large and small groups.
- Possesses strong interpersonal skills to work one on one with students, parents, and staff.
- Ability to function proactively by organizing and prioritizing work, resolving problems, and simultaneously managing multiple priorities to ensure that goals are met.
- Positive attitude, relationship-building skills, a high level of self-motivation, and a strong, responsible work ethic.
- According to both State and Diocesan requirements, all employees must file Criminal Record, Child Abuse, and FBI clearances with the school. In addition, new employees must complete the Mandated Reporting training and a Protecting God's Children session.

**Additional Benefits of Working at Central Catholic High School:**

- Opportunity to be a part of a mission driven community.
- Ranked the top college prep high schools in the Pittsburgh region by Niche.
- Opportunity to be a part of a dynamic team which is in the midst of preparing for the 100<sup>th</sup> anniversary of the school.
- Free Parking in Oakland.
- Professional Development opportunities, both professional and spiritual.

**Resume, cover letter, and 3-5 professional references should be sent to:**

[hr@centralcatholicshs.com](mailto:hr@centralcatholicshs.com)

Deborah Rhoads  
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