

**DE LA SALLE HIGH SCHOOL
CONCORD, CALIFORNIA**

POSITION POSTING

COLLEGE COUNSELOR

De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers) is a Catholic, Lasallian college preparatory school for boys that provides a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The school's atmosphere is one which is moral, caring, and joyful. The school is located in the City of Concord, 25 miles east of San Francisco on a 20 acre campus characterized by beauty and openness.

The school seeks candidates for a College Counselor position who can promote the school's Catholic, Lasallian mission by providing support to students through all phases of the college search and admissions process. In 2014-15, the Guidance Services Department will be staffed by four guidance counselors, two specialized college counselors, and works in close partnership with a special needs coordinator and the Director of the Bishop John Cummins Scholarship Program who provides support services for students from low income families.

Position Responsibilities

College Counselors at De La Salle High School are expected to:

- Maintain open, helping relationships with students in their care.
- Have and continually develop a professional knowledge of college counseling techniques and resources appropriate for use with students addressing a wide range of issues related to the college search and admissions process.
- Engage constructively with students (mostly at the junior and senior year levels) from initial contact through various follow up stages.
- Meet with parents or guardians of assigned students as needed or requested.
- Work with the established college advisory group counseling program and contribute to its development.
- Consult with the Director of Guidance Services, as needed, about any college counseling situation with a student or parent/guardian that would possibly be clarified or enhanced by such a consultation.
- Maintain an open, professional relationship with fellow counselors, faculty, staff, and administrators.
- Attend and participate in department meetings, professional development programs, department sponsored programs for parents/guardians and/or students; actively and continually participate in the co-curricular life of the school.

- Work closely with the Special Needs Coordinator and Bishop Cummins Director to counsel and guide students who participate in these programs regarding college planning.
- Is particularly attentive to the needs of first generation college bound students.
- Participate continually in a program of professional growth and development as approved or required by the Director of Guidance Services and the Principal.
- Write letters of recommendation for students regarding college admissions, financial aid, scholarships, and community honors recognition programs.

Candidate Profile

Position candidates should minimally hold a Bachelor's degree in an appropriate field. Advanced studies and/or degree or certificate with a focus on college counseling is desirable, as is experience in this area of service to students and families.

Technology expertise and strong communication skills, both written and spoken, and the proven ability to work collaboratively with others are critical components of the desirable candidate.

Qualified, practicing Roman Catholics are given priority consideration as candidates for service as college counselors.

Interested? Capable? Eager?

If so, please send a cover letter and resume by e-mail to Margaret Silva, Human Resources Manager, at: silvam@dlshs.org.

Review of applicants will begin on April 28, 2014 and continue until the position is filled. Please visit the school website (www.dlshs.org) for more information about De La Salle.

De La Salle High School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job or any other category protected by law.