

**Immaculate Conception Academy**  
**A Cristo Rey School in the Dominican Tradition**

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**Job Posting: Full-time Personal Counselor**

**Immaculate Conception Academy**

Immaculate Conception Academy, sponsored by the Dominican Sisters Mission San Jose, is an all-girls Cristo Rey high school in the Mission District of San Francisco. The school is in its 134th year of operation and in its 8<sup>th</sup> year as a member of the Cristo Rey Network ®. In the 16-17 year, the Cristo Rey Network includes 32 high schools that provide a quality, Catholic, college preparatory education to nearly 10,000 urban high school students from families of modest financial means. All students at Cristo Rey Network schools participate in a work-study program through which they finance part of the cost of their education, gain real world job experience, grow in self-confidence, and realize the relevance of their education. Member schools utilize a longer school day and year, academic assistance, and counseling to prepare students for success in college.

**Job Description**

**Personal Counselor: full-time responsibility for overseeing the emotional well-being of all students; works within the Guidance Department and closely with the Director of Health and Wellness, the Dean of Students and the Principal; reports to the Principal.**

All faculty members are expected to uphold the mission and philosophy of the school. Faculty and staff are required to share supervisions and expected to attend all-school assemblies, Masses, Open Houses, Interview Day and other all-school events. In addition to showing personal and professional integrity and the ability to maintain professional, productive relationships with students, parents and colleagues, the Personal Counselor must demonstrate competency in the following areas:

- Strong oral and written communication in English and Spanish
- Ability to balance personal counseling within the school context
- Knowledge of mandated reporter guidelines and familiarity with CPS processes
- Knowledge of community resources for student and family referral

**Specific Duties**

1. provides individual counseling services to students and their families on an as-needed basis, or by referral from school personnel, parent or self-referral;
2. consults with the administration regarding students of concern and informs the administration of serious student problems;
3. maintains strong communication with classroom teachers and with CWSP staff to support students in issues of anxiety, stress, academic and work performance, etc.;
4. provides orientation to students at M.A.P.S. training re: emotional transition to high school and supports available at ICA;
5. provides group services to students – around particular life issues that affect adolescence, e.g., adolescent suicide, drug/alcohol abuse, AIDS, teen sexual activity, gender issues, self-esteem, stress management, grief/bereavement, divorce/single parent/step family issues, body image, probation, etc;
6. oversees the work of the USF personal counseling intern, coordinating client lists and maintaining close communication;
7. coordinates with community agencies so that students have ready access to community resources for personal counseling/therapy;
8. provides on-going parent education regarding adolescent development;
9. participates as a member of the School Crisis Team;
10. is a member of the Student Life Council;

11. heads the Students of Concern Council; arranges bi-weekly meetings;
12. serves as moderator of the Girl Rising Club; plans activities and events that highlight the accomplishments of women (e.g. International Women's Day celebrations);
13. performs other duties as deemed necessary by the Principal to further the mission of ICA.

**Requirements**

The Personal Counselor must be a licensed as an MFT and must be Spanish speaking. Experience with low-income adolescents in a school setting preferred.

**Compensation**

Salary depending on experience. Health, dental and retirement benefits available.

**Application Process**

Please submit resume and cover letter to:  
Lisa Graham, Principal: [lgraham@icacademy.org](mailto:lgraham@icacademy.org)