



Transforming lives through the teachings of Jesus Christ within the Catholic tradition.

BISHOP HARTLEY HIGH SCHOOL JOB DESCRIPTION

POSITION: School Counselor, Catholic Preferred But Not Required

DESIGNATION: Full Time

RESPONSIBLE TO: Principal, Vice Principals, & Director of School Counseling

ABOUT BISHOP HARTLEY

Founded in 1957 by the Diocese of Columbus, Bishop Hartley High School is a Catholic, coed, college preparatory school serving east Columbus and its adjacent suburbs: Bexley, Whitehall, Canal Winchester, Pickerington, Reynoldsburg, and Gahanna. We are accredited by the Ohio Catholic School Accrediting Association and the State of Ohio. We exist to transform lives through the teachings of Jesus Christ within the Catholic tradition.

We implement our rigorous college preparatory curriculum in the context of a vibrant, diverse, and flourishing school community supported by our holistic approach to the formation of the human person, our thriving House System, and our foundational Six Pillars. Our most recent graduating class earned more than \$33.3 million in academic scholarships and students completed a total of 21,848 hours of service. In 2023-2024, enrollment exceeded 700 students, making the ratio of students to teachers approximately 12:1.

JOB SUMMARY

Bishop Hartley school counselors provide academic, social, emotional, and college and career support to students. They work collaboratively with students, parents, teachers, and administrators, to create a positive and conducive learning environment to help students develop the skills, mindsets, and habits necessary to succeed in school and in life. Key responsibilities include:

Individual & Group Counseling & Classroom Curriculum Development:

- Individual Counseling: Provide one-on-one counseling sessions with students to address Tier 1 personal, academic, social, and emotional issues that meet the needs of approximately 85% of the student population
- Group Counseling: Conduct group counseling sessions to address common issues among students, such as grief, self-esteem, conflict resolution, and academic success strategies
- Academic Guidance: Assist students in setting and achieving academic goals, selecting appropriate courses, addressing academic challenges, and developing study skills, time management, and test preparation strategies

- College & Career Counseling: Provide guidance on career exploration, college and vocational planning, resume building, job search strategies, and scholarship applications
- Crisis Intervention: Provide an initial response to students during crisis situations, such as incidents of self-harm, substance abuse, or emotional distress; refer students and their caregivers to external resources and clinical interventions when necessary; provide Tier 1 ongoing support to students recovering from crisis; assist teachers and administration with academic programming during crisis treatment and re-integration plans for students returning to school from crisis treatment
- Conflict Resolution: Mediate conflicts between students, teachers, and parents, helping to find constructive solutions and promote healthy relationships
- Behavioral Assessment: Assess and evaluate students' behavioral and emotional concerns to determine appropriate intervention strategies and/or a need to escalate to Tier 2 or Tier 3 MTSS supports and programs
- Advocacy: Advocate for the needs of students and collaborate with other professionals to ensure students receive necessary services and accommodations
- Prevention Programs: Develop and implement prevention programs related to issues like substance abuse, bullying, and mental health awareness
- Documentation: Maintain accurate and confidential records of counseling sessions, assessments, and interventions
- Triage: Assess and determine appropriate actions steps and/or escalation for students in their caseload according to an MTSS model of student support
- Parent and Teacher Collaboration: Communicate with parents and teachers to provide updates on student progress and collaborate on strategies to support student success
- Course Selection & Master Schedule Planning: Assist and support students in the selection of appropriate courses that align to student ability, interest, and college or career aspirations; assist administration in the development of the master schedule; balance course enrollment to ensure an equitable distribution of students across class sections
- Collaboration: Serve as a member of the Student Services Team to discuss individual student cases and evaluate them for Tier 1 or Tier 2 action steps and/or escalate them to Tier 3 services outside of the school
- Test Coordination: Coordinate and implement PSAT, ACT, and AP testing
- Professional Development: Stay updated on current counseling techniques, educational trends, and resources through continuing education and training
- Other tasks and responsibilities assigned by administration as needed

POSITION QUALIFICATIONS

- Master's degree in school counseling or a related field
- State licensure and certification as a school counselor
- Strong interpersonal and communication skills with a mindset of collaboration for student success
- Empathy, patience, and the ability to build rapport with students



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- Knowledge of educational and counseling theories and practices
- Ethical and professional conduct, maintaining confidentiality
- Familiarity with relevant laws and regulations related to education and counseling

BENEFITS & COMPENSATION

- Bishop Hartley offers a full healthcare benefits package for faculty who wish to participate in our medical, dental, and vision plans. Additionally, we offer employer-paid short & long-term disability benefits and an employer-paid life insurance plan.
- We offer a 403b matching retirement program, earned PTO, paid holidays, reimbursement for educational coursework, and professional development assistance.
- Compensation aligns with the salary scale of the Central Ohio Association of Catholic Educators (COACE) negotiated agreement, which can be found [here](#).
- Many opportunities exist for faculty to supplement their base salary through extracurricular club moderation, athletic team coaching, and additional roles that enrich or enhance our overall student experience. Candidates interested in such roles are invited to share their interest and talents with administration during the interview process.

INTERESTED CANDIDATES

Review of applications will continue until the position is filled. To complete your initial application, please submit a resume, cover letter, and your professional references by clicking [here](#).

If you require assistance completing our initial application, please reach out to Andrea Ortiz Lechleitner, Administrative Assistant, at: aortizlechleitner@cdeducation.org.