



JOB DESCRIPTION

SCHOOL NAME: St. Patrick- St. Vincent Catholic High School (SPSV)

POSITION: Counselor

CATEGORY: Exempt

STATUS: Full Time

SUPERVISOR: Director of Counseling

Job Summary: An SPSV counselor respects Catholic values. The counselor is directly accountable to the Director of Counseling is accountable to the Head of School and expected to provide counseling services to students, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the *Personnel Handbook* and *Parent - Student Handbook* of SPSV and adhere to the directives set by school administration.

General Responsibilities:

- carries out the goals of the department.
- ensures that each student has a complete and up to date counseling file and that those records (deficiency notices, change of schedule, letters of commendation or discipline, etc.) are kept confidential.
- meets with each assigned student at least twice per year and more as needed.
- informs and advises students in selection of course schedule and assists the Assistant Principal of Academics in the placement and scheduling of students.
- creates course schedules and makes changes at the beginning of each semester as needed.
- monitors and motivates current scholastic progress of students.
- recommends and makes arrangements for peer and/or professional tutoring.
- makes case referrals to professional agencies and therapists as needed.
- coordinates with the Assistant Principal of Academics and Registrar in maintaining and interpreting student records.
- holds conferences with parents/teachers/students as needed.
- orients freshmen and new students to available counseling services.
- administers crisis intervention counseling with student and families as needed.
- assists with organizing and administering the PSAT/AP Testing program.
- consults with teachers to identify students who may have learning differences and provide referrals.
- informs students and parents of summer school needs as well as summer enrichment opportunities.
- monitors student transcripts, grades and progress for graduation and college eligibility.
- attends professional conferences to enhance knowledge and skills to support students specifically with reference to 9th and 10th grade students.
- helps students feel welcome at SPSV.
- encourages good study habits.
- encourages involvement in student activities, clubs, athletics and other organizations.
- helps students make the social adjustments necessary in high school specifically with

reference to 11th and 12th grade students.

- reviews transcripts and contents of cumulative folder to aid in college and career counseling.
- supports the college counseling/admissions process.
- meets with all juniors in the spring to assist with post-secondary planning (January-March)
- assists in the organization of and participate in the College Fair and other activities sponsored by the College Counselor.
- provides information related to colleges and universities, scholarships, financial aid, and grants.

Additional Responsibilities for College Counselor:

- meets individually with all seniors in the Fall to provide guidance for the college applications, letters of recommendation and final transcript process.
- meets individually with students in Spring to finalize college/career decisions and provide exit assessment.
- keeps college counseling materials updated and available for counselor and student use.
- assists with the coordination of the College Fair and coordinate other college-related activities. individual student meetings, small group applications workshops, Financial Aid Workshop.
- writes letters of recommendations for seniors and completes secondary school reports for college applications.
- attends yearly conferences to remain current on college admissions and financial aid opportunities.
- informs students about college entrance requirements and college testing programs.

Additional Requirements for Educational Achievement Specialist:

- knowledge of diagnostic and remediation techniques for students with reading, mathematics, and written language delays
- knowledge of behavior interventions and behavior plans to assist students with social skills, work completion, and appropriate school conduct
- knowledge of consultation and to assist classroom teachers, school administrator, and parent collaboration skills
- knowledge of administration of the Student Support Team
- knowledge of analysis of assessment data
- knowledge of differentiated instruction for high achieving and low achieving students
- knowledge of the benefits and utilization of the diocesan assessment programs
- knowledge of the IEP/ISP/504 referral process and implementation
- knowledge of specific learning challenges and researched interventions

Meeting Responsibilities:

- Attends all school events, such as but not limited to, New Bruin Welcome, Back to School Night, Open House, Freshmen Registration, Acceptance Parade, Baccalaureate Mass, and Graduation
- Attends all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the Head of School and the Catholic School Department.

Minimum Qualifications:

- **Education.** At a minimum, an undergraduate degree is required. graduate degree or PPS credential is preferred.
- **Experience.** Previous educational counseling experience preferred.



Employment Application for Teacher

Application Requirements:

1. Diocese of Sacramento Pre-Application Statement and Applicant Questionnaire
2. Current resume
3. A compelling letter of interest
4. Three references, at least one of which must be directly involved in your current organization.

Application materials may be emailed to

Lydia McLeod, Chief Finance and Administrative Officer, 1.mcleod@spsv.org

or mail to:

St. Patrick-St. Vincent Catholic High School

Attn: Lydia McLeod

1500 Benicia Road

Vallejo, CA 94591

Deadline for applications: Until Filled

Position begins: Immediately

Notice of Non-Discrimination

It is the policy of St. Patrick - St. Vincent High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.

**Diocese of Sacramento
Employment/Ministry in the Church
Pre-Application Statement**



"Go out to the whole world and
Proclaim the Good News to all creation."
(Mark 16:15)

MISSION STATEMENT OF THE DIOCESE OF SACRAMENTO

We, the People of God of the Catholic Diocese of Sacramento, guided by the Holy Spirit, are called by Christ to proclaim the Good News of the Kingdom of God through prayer, praise and sacraments and to witness the Gospel values of love, justice, forgiveness and service to all.

All Christ's faithful, by virtue of their baptism, are called by God to contribute to the sanctification and transformation of the world. They do this by fulfilling their own particular duties in the spirit of the Gospel and Christian discipleship. Working in the Church is a path of Christian discipleship to be encouraged. Those who work for the Church continue the mission and ministry of Christ. Their service is unique and necessary for the life and growth of the Church. This has been our tradition from the beginning, as echoed in the words of St. Paul who worked with and relied on other men and women in the work of spreading the Gospel. St. Paul was known to acknowledge and thank them, at times calling them, "my co-workers in Christ Jesus" (*Romans 16:3-16*).

The Church needs the services of dedicated lay persons who have a clear knowledge and proper understanding of the teachings of the Church and a firm adherence to those teachings, and whose words and deeds are in conformity with the Gospel. All who seek employment or ministry in the Church are expected to continue their formation and their willingness to learn and grow and to deepen their desire to serve the Lord with excellence and generosity. Those employed by the Church in our Catholic schools, parishes and institutions, as co-workers in the vineyard of the Lord, are rightly expected to be practicing Catholics whose faith is an essential part of their daily lives and who participate fully in the communal worship and life of the Church.

We recognize that persons who are non-Catholic Christians are also called by the Lord to stand before the world as a witness to his life and resurrection. We, therefore, welcome collaboration with such persons of good faith who share our Catholic vision on important social, moral and ethical issues. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of the Catholic Church and her teachings.

What is the Church?

The **Church** is the People of God, Christ's Faithful, whom God calls and gathers from every part of the earth. They form the assembly of those who, through faith and baptism, have become children of God, members of the Body of Christ, and temples of the Holy Spirit. The **Diocese** is a geographical portion of that People of God entrusted to a bishop for him to shepherd with the cooperation of the priests, so that, adhering to its pastor and gathered by him in the Holy Spirit, through the Gospel and the Eucharist, it constitutes "a particular church" in which the one, holy, catholic, and apostolic Church of Christ is truly present and operative (cf. 1983 *Code of Canon Law*, c. 369). The **Bishop** is the chief shepherd and teacher of his diocese, responsible for ensuring that his valued co-workers in ministry are well prepared and competent to carry out their ministerial roles and functions.

Our Catholic religious beliefs provide the basic framework for our moral, ethical and social teachings. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of these teachings.

The Catholic Church has a special commitment to the poor, the oppressed, and the immigrant. We are committed to promoting a "Culture of Life" from the moment of conception to the moment of natural death. We believe in the inherent dignity of the human person, created in the image and likeness of God, and possessing basic rights endowed by God, including the right to life, the right to religious liberty, and the right to be treated justly with dignity and respect. We believe human sexuality and human procreation are gifts from God to be shared through the risen Christ only by those joined in marriage, an institution that is itself instituted by Almighty God. We believe that all persons are called by God to live chaste lives by virtue of their own dignity and according to their state of life. We believe in the rights of workers to just working conditions, just wages and benefits, as well as the right to organize and join unions or other associations. We oppose all forms of oppression and exploitation, including racism, sexism, pornography, sexual abuse and harassment, and unlawful discrimination.

As a community of believers, we embrace as a matter of faith, the teachings, policies and beliefs of the Magisterium of the Catholic Church, as defined in the Deposit of Faith. We, therefore, reject anything which is contrary to that teaching, including:

- abortion, euthanasia, assisted suicide, artificial contraception, voluntary sterilization, and the unnecessary use of capital punishment;
- pornography and obscenity, adultery, cohabiting in sexual relationships of any nature outside of marriage, homosexual activity, the notion of "gay marriage," and the adoption or placement of children in anything other than a traditional family setting;
- secularism, the paring back of religious freedom rights, or the restriction of religious liberty and liberty of conscience, anti-Catholicism, or anti-Catholic biases;
- the abuse of alcohol or the use of illegal narcotics or other controlled substances; and
- violence or the use of force to resolve social, political or religious problems.

Must the Church's employees share the Church's vision and witness the Catholic faith in their life and work?

Yes. Every member of the Church must stand before the world as a witness to the life and resurrection of the Lord Jesus. This is particularly important for those person who work and minister in the name of the Church. In our daily affairs and our work, we, as faithful disciples of the risen Christ, must be guided by a Christian conscience, since even in secular business there is no human activity that can be withdrawn from God's dominion.

The Diocese, in its role as an employer, expects all employees to be persons, who by word and deed, support and advocate the positions of the Catholic Church. We understand that employment by the Roman Catholic Church is not for everyone, because there are people of good faith who disagree with our teachings and views. Those unable to authentically witness the Catholic faith by their lives may wish to reflect and seek pastoral guidance before applying for employment or ministry in the Church.

Does the obligation to share the Church's vision also pertain to employees who are not Catholic?

Yes. As Catholics, we believe that our Faith is universal - that's what the word "Catholic" means. Thus, even if a person is not Catholic he or she remains called by the Lord to stand before the world as a witness to Christ's life and resurrection. Persons whose lives do not witness the teachings of the Catholic faith by virtue of their own objections or disbelief, or are unable to witness the Catholic faith by virtue of their lifestyle choices or public conduct, do not meet the basic criteria to work or minister in the name of the Church.

After you have carefully reflected on what is contained in this Pre-Application Statement, we invite you to complete the Acknowledgement and Applicant Questionnaire, if you are interested in seeking employment with the Diocese of Sacramento.

ACKNOWLEDGMENT

By signing below, I hereby acknowledge that I have received and read the foregoing Pre-Application Statement of the Diocese of Sacramento. After reading and reflecting upon the teachings and beliefs of the Catholic Church, and the manner in which those matters impact lay employees of the Diocese, I wish to apply for employment with the Diocese, with a full understanding of the religious nature of the Diocese as an employer. I understand the Diocese's expectations that if my application for lay employment results in my being hired, I will be subject to standards of conduct that incorporate the teachings and beliefs of the Catholic Church as set forth in the Pre-Application Statement, and that these performance expectations will be a material condition of my employment.

Date: _____
Prospective Applicant Signature _____

Print Name _____ Email Address _____

Address _____ Telephone Number _____

Position you are applying for?

Location (if known)

APPLICANT QUESTIONNAIRE

(To be completed in writing by the applicant)

Having read and reflected upon the attached Pre-Application Statement, please respond to the following questions regarding your relationship with the Catholic Church.

1. Are you Catholic? **[g** Yes **IQ** No
(If not, please skip to Question No. 11)
2. Have you received the Sacraments of Initiation (i.e., Baptism, Eucharist, and Confirmation)? **[g** Yes **151** No
3. What parish do you attend? _____
4. What is the name of your Pastor? _____
5. Do you regularly attend Mass and receive the Sacraments? Yes **IQ** No
6. If you are presently married, did you enter into the Sacrament of Marriage in the Church?
Yes **121** No
7. If you answered "No" to Question 6, and are not in a sacramental union (i.e., a marriage between two baptized persons), is your marriage recognized by the Catholic Church?
Yes **121** No
8. If you are not married, are you living as a single person consistent with Catholic teaching (i.e. not cohabiting in an unchaste relationship with another person)? **[g** Yes **121** No

If "yes," are you a member of a secular institute or a religious institute?
[QI Yes **QI** No

If so, what secular institute or religious institute do you belong to?

9. Have you received the Sacrament of Holy Orders (i.e., priest or deacon)? **IQ** Yes **QI** No
10. If you answered "Yes" to Question 9, have you been dispensed from your ordination promises and returned to the lay state by the Holy See? **IQ** Yes **121** No
11. If you are not Catholic, are you enrolled as a catechumen or candidate in formation for reception into the Church? **[g** Yes **[21** No

At which Parish? _____

When will you be baptized/received into the Church? _____
12. Are you affiliated with another church? **[Q** Yes **121** No

If so, which church do you attend? _____

What is your pastor's name? _____

13. Have you ever been previously employed by any organization or institution affiliated with the Diocese of Sacramento or the Catholic Church (e.g., another (arch)diocese, a parish, a parochial school, a Catholic high school, a Catholic hospital, a Catholic University, etc.)?

[Q Yes Ig No

14. If you answered "Yes" to Question 13, please identify each prior Catholic institution that employed you, state the dates of your employment, and provide a brief explanation as to the reason you left each such employment position. (You may use the back of this sheet **if** additional space is required)

15. If you answered "Yes" to Question 13, have you ever been placed on an involuntary leave of absence, been dismissed, or been involuntarily terminated by the Catholic organization or institution that employed you previously? [Q Yes 1I::J No

If you responded "Yes," please explain: _____

16. Do you have any objections to, or disbelief of, the teachings of the Catholic faith that would render it difficult for you to minister and work in the name of the Church?

[g Yes [I;J No

17. Have you engaged in any public conduct or relationships that would, in view of the teachings and beliefs of the Catholic Church, render it difficult for you to minister and work in the name of the Church? [Q Yes 1I::J No

18. Do you feel that you require more information regarding the Catholic religious faith, the teachings and beliefs of the Catholic Church, Catholic moral and ethical principles, or Catholic spirituality before being further considered for employment? [g Yes Ib1I No

19. Do you have any questions regarding the Catholic religious faith, the teachings and beliefs of the Catholic Church, Catholic moral and ethical principles, or Catholic spirituality that you would like to discuss with a priest, religious sister, or deacon? [Q Yes No

I represent and certify that I have truthfully responded to the questions set forth above.

Dated: _____

Applicant Signature

Print Name _____

Position Applying For _____

**Roman Catholic Diocese of Sacramento
EMPLOYMENT APPLICATION**

It is the purpose of the Catholic Diocese of Sacramento, and of all of its many parishes and other parts, to continue the mission and ministry of the Roman Catholic Church:

- by bringing all to a greater personal love and knowledge of God;
- by proclaiming the truths of life and salvation as revealed in Sacred Scripture and Catholic tradition;
- by seeking the Kingdom of God;
- by being in all that we say and do a visible sign of Christ's presence; and
- by sharing in a joyful living community,
 - a community of faith in the Word,
 - a community of worship in sacramental life,
 - a community of love in service,

as we express in our daily lives the teachings, principles, values and practices of the Roman Catholic Church.

All those who associate themselves with us, whether as employees or as volunteers, commit themselves to the following principles:

- To respect the dignity of each person as one called by God and made in God's image and likeness;
- To strive to inculcate Gospel values and Catholic Church teachings in every aspect of their work;
- To maintain standards of professional and personal conduct which reflect the values, principles and teachings of the Catholic Church;
- To contribute by personal example to a climate of Christian faith and Roman Catholic practice;
- To support the official policies and practices of the Roman Catholic Church and of the Roman Catholic Diocese of Sacramento and its Diocesan Bishop.

In addition, all those employees and volunteers who are Catholics are expected to be loyal to the Catholic Church and to exemplify the teachings of the Catholic Church in their personal lives and practices. The Catholic Diocese of Sacramento does hire as employees persons who are not members of the Roman Catholic Church. All non-Catholic employees are required, as a condition of employment, to conduct themselves in a manner that is not incompatible with, or hostile to, the teachings and mission of the Roman Catholic Church.

It is our policy to comply with applicable state and federal laws prohibiting discrimination in employment based on race, age, color, national origin, disability or other protected classification.

PLEASE PRINT

Date of Application: _____

Name: _____
LAST FIRST MIDDLE

Business Telephone: _____ Home Telephone: _____

Address: _____
NO. STREET CITY STATE ZIP CODE

Email Address: _____ Parish: _____

EMPLOYMENT DESIRED

Position applying for: _____

Please indicate the type of employment you are seeking by checking () any of the following which apply.

Regular full-time work: ID YES ID NO Days and hours available: _____

Regular part-time work: ID YES ID NO Days and hours available: _____

Temporary work: ID YES ID NO Days and hours available: _____

If hired, on what date can you start work? _____

PERSONAL INFORMATION

Have you ever applied to or worked for the Diocese of Sacramento before? YES NO
 If yes, when and where? _____

Do you have any relatives working for the Diocese of Sacramento? YES NO
 If yes, state name(s) and relationship. _____

Why are you applying for work at the Diocese of Sacramento? _____

Are you at least 18 years old? YES NO
(If under 18, hire is subject to verification that you are of minimum legal age and have been granted a student work permit, if applicable.)

If hired, can you present proof of your legal right to live and work in the United States? YES NO

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? YES NO

If accommodations are needed, please explain: _____

EDUCATION, TRAINING AND EXPERIENCE

School	Name and Address	No. of Years	Did you Graduate	Degree or Diploma
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College/ University			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Vocational/ Business			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Many of our services are provided to persons who do not speak English. Do you speak and/or write any foreign language? YES NO

If yes, which language(s) do you: SPEAK _____ WRITE _____

Do you have any other experience, training, qualifications or skills which you believe make you especially suited for work at the Diocese of Sacramento? If so, please explain: _____

EMPLOYMENT HISTORY

Are you currently employed? YES NO
 If so, may we contact your current employer? YES NO

Name of Employer: _____

Address: _____

NO. STREET CITY STATE ZIP CODE

Type of Business: _____

Telephone: _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Dates of Employment: From _____ To _____

Work Schedule: Hours per Day: _____ Days per Week: _____ Months perYear: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

NO. STREET CITY STATE ZIP CODE

Type of Business: _____

Telephone: _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Dates of Employment: From _____ To _____

Work Schedule: Hours per Day: _____ Days per Week: _____ Months perYear: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

NO. STREET CITY STATE ZIP CODE

Type of Business: _____

Telephone: _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Dates of Employment: From _____ To _____

Work Schedule: Hours per Day: _____ Days per Week: _____ Months perYear: _____

Reason for Leaving: _____

REFERENCES *(List three (3) persons not related to you who have knowledge of your work performance within the last three years.)*

Name: _____
LAST FIRST MIDDLE

Address: _____
NO. STREET CITY STATE ZIP CODE

Occupation: _____

Daytime Telephone: _____ No. of Years Acquainted: _____

Name: _____
LAST FIRST MIDDLE

Address: _____
NO. STREET CITY STATE ZIP CODE

Occupation: _____

Daytime Telephone: _____ No. of Years Acquainted: _____

Name: _____
LAST FIRST MIDDLE

Address: _____
NO. STREET CITY STATE ZIP CODE

Occupation: _____

Daytime Telephone: _____ No. of Years Acquainted: _____

APPLICANT'S STATEMENT

Please read carefully and sign below.

I hereby certify that the information in this application form (and any attachments hereto) is true and correct to the best of my knowledge, and I agree to having these statements checked by the Diocese. I authorize my personal references and supervisors to provide information about my previous employment, education, and other matters related to my suitability for employment, and I further authorize those individuals to disclose to the Diocese that information without prior notice to me of such disclosure. I hereby release the Diocese and all other parties from any and all liability for any damages that may result from furnishing such information to the Diocese or any of its agents, employees, or representatives.

I understand that if I have submitted any false or misleading information, or made any material omission from this application, it may result in my failure to receive an offer or, if I am hired, in my dismissal. I also understand and agree that my employment can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Diocese. No representative of the Diocese other than the Bishop of Sacramento (or his specific designee) has any authority to agree to the contrary. Further, no representative of the Diocese may alter the at-will nature of the employment unless it is done specifically in a written agreement signed by both of us.

In consideration of my employment, if I become employed by the Diocese I agree to conform to all the rules, policies, and standards of conduct of the Diocese, particularly those principals set forth on page one of this application.

I understand that any offer of employment is conditioned on:

1. My providing satisfactory proof of my identity and legal authority to work in the United States.
2. Obtaining background fingerprint clearance through the California Department of Justice if I am applying for a position in which I will have any contact with minors (children under the age of 18), or if I am later transferred or promoted to such a position within the Diocese; and
3. Obtaining tuberculosis testing clearance, in a manner prescribed by law, if I am applying for a position in which I will have any contact with minors, or if I am later transferred or promoted to such a position within the Diocese.

Applicant's Signature

Date