



## **Dean of Guidance & Student Services**

**Full Time; Start Date: July 2025**

### **SCHOOL MISSION:**

Pope Francis Preparatory School is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically to become critical thinkers and faith-based leaders who embody justice, peace, service, and mercy in the global community.

### **THE POSITION:**

The Dean of Guidance & Student Services (DGSS) reports to the Principal and is responsible for planning, developing, implementing, and monitoring all aspects of the school's guidance and student services programs. The DGSS will directly and indirectly oversee 2 guidance counselors, 1 college counselor, 1 administrative assistant, and 1 learning specialist.

### **REQUIREMENTS:**

- Minimum of a Master's degree in counseling, education, or school administration, and eligibility for Massachusetts licensure as a school counselor.
- Prior experience as a guidance administrator, director of guidance, or vice principal for guidance and student services.
- Experience as a school counselor, including experience at the secondary school level.
- Demonstrated ability to organize and lead a school's guidance program and guide/train staff in effective and current techniques and strategies.
- Possess an in-depth knowledge of child development, group and individual counseling techniques, conflict resolution techniques, and community resources.
- Excellent leadership, organization, communication, problem solving, and interpersonal skills.
- Possess the ability to establish and maintain effective working relationships with students, parents, teachers, and staff members.
- Experience with master scheduling and student information systems such as Blackbaud.

### **MAJOR FUNCTIONS AND RESPONSIBILITIES:**

- Ensure the school has accurate records of students' academic work and testing.
- Coordinate standardized testing: AP, SAT, PSAT (including training for digital readiness).
- Create/review transcripts.
- Coordinate VHS (Virtual High School) program.
- Supervise remediation (contacting families, setting up remediation, recording completion and adjusting transcript, addressing repetitive failure).
- Manage guidance counseling team and collaborate with other staff members, such as teachers, administrators, (and social workers when needed).
- Create and implement activities to help students with career and college preparation.
- Assess the effectiveness of the guidance program and curriculum it provides.
- Organize orientation programs, college fairs, and other events for students and parents.
- Coordinate academic award celebrations.
- Inform the school community about guidance services and activities, present the results of follow-up studies to the community.
- Hold conferences with parents to help them understand their children's educational, personal, and social needs.

- Send warning letters to families of struggling students, hold meetings of concern.
- Issue and track academic waivers.
- Evaluate guidance staff.
- Develop goals for guidance team and developmental guidance programming.
- Create and maintain developmental guidance curriculum.
- Support the Senior/College Counselor with Naviance.
- Coordinate student scheduling process.
- Update and review Program of Studies.
- Plan relevant (guidance related) professional development.
- Review, write, share, and implement Learning Plans.
- Oversee Advisory Program in conjunction with counselors and administration.
- Serve as advisor to the PFPS chapter of the National Honor Society.
- Coordinate annual all-school Service Day with the administration.
- Provide counseling guidance as needed.
- Serve as Title IX Coordinator (in conjunction with the Dean of Students).
- Gather and analyze data in collaboration with the Principal.
- Oversee transfer student experience and procedures in conjunction with counselors.
- Provide eligibility information quarterly.
- Procure and publish the Honor Roll each semester.
- Perform registrar duties (scheduling, master schedule creation, grade import, grade update, GPA calculation, report card issuance).
- Create an annual student directory.
- Perform other related tasks as assigned.

**NOTE:**

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

**COMPENSATION:**

Salary will be commensurate with candidate's education and experience and competitive with similar schools.

Fulltime, 12-month, salaried position based on 37.5 hrs/wk.

Flexible work schedule during school breaks and summer.

Benefits eligible: health, dental vision, 403(b), paid time off.

**TO APPLY:**

1. Email cover letter, resume, and list of 3-5 references (only to be contacted with your permission following an interview) to Mrs. Cindy Geiger, Principal, [cgeiger@popefrancisprep.org](mailto:cgeiger@popefrancisprep.org).

2. Review of applications will begin immediately and qualified candidates will be contacted for interviews.