Mercy High School, an all-girls college preparatory secondary school has an opening for a temporary substitute academic counselor starting August 3, 2020 and ending in December. Position will be full time.

The candidate will facilitate academic support for students and parents, host parent education events, and support students with changes in the course selections. The candidate will also collaborate with faculty and staff to support the needs of each student. The candidate will support the counseling staff during counseling events like National Testing Day, Wellness week, and other events as they arise.

Minimal qualifications:
- Master's Degree
- Strong knowledge of academic calendar and educational support

Additional Preferred Qualifications:
- School Counseling emphasis
- Pupil Personnel Services Credential or Marriage and Family Therapy License preferred
- Strong computer and PowerSchool skills

Position requires the candidate to be on campus daily, 40 hours per week from August 10th to December 2020. Must also be able to attend some additional meetings in late afternoons or evenings. Salary based on faculty salary scale, and is commensurate with experience and education of the applicant.

Send resume and cover letter to:
Lauren Conklin, Assistant Head of School for Academics,
Email: csmall@mercyhsb.com
If emailing, please use subject line “Counseling Maternity Leave Position”

The Archdiocese of San Francisco adheres to the following policy: “All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.” (Administrative Handbook #4111.4)