

**Position:** Associate Principal of Student Services

**Position Summary:** Archbishop Hoban High School seeks a strong educator to lead our robust Office of Student Services, which includes guidance counselors, a college counselor and support staff. Student Services is responsible for guiding the academic and social-emotional experience of our students. The associate principal of student services partners with multiple constituents including parents, faculty and coaches to ensure student success. The associate principal of student services also serves as a college counselor, managing the college exploration and application process for portions of the junior and senior classes. This position reports directly to the principal and is a member of the academic administration team. This is a full-time, 11-month position that begins on July 1, 2020. The position has a full benefits package that includes medical, dental and vision insurance; a 401K match; life and disability insurance; sick leave, and personal days. Archbishop Hoban is a supportive work environment where your contributions are appreciated and your professional growth encouraged.

**Responsibilities:**

- Advocates for the academic, social, emotional well-being of students in school-wide discussions and decisions.
- Strategically assesses and enhances guidance and college counseling programs and processes.
- Submits regular reports to Principal with supporting data.
- Ensures clear and confidential communication among administration, teachers, and counselors on sensitive matters regarding students.
- Advises students and families through the college research, application, and selection process.
- Organizes opportunities for parents and students to interface with college admissions representatives.
- Visits college campuses to cultivate mutually beneficial relationships with college admissions officers.
- Guarantees student-athletes and families understand and meet NCAA academic requirements for collegiate participation.
- Provides guidance to faculty on writing college recommendation letters.
- Participates in the eighth-grade and transfer student transition into Archbishop Hoban High School in collaboration with Admissions and academic administration.
- Coordinates special events related to freshmen orientation, college and career placement, and academic recognition.
- Supervises the registrar and maintenance of permanent and temporary student records.
- Assists with supervision at school events.
- Performs other duties as assigned by the Principal.

**Qualifications:**

- Master's in Education or related field preferred.
- Minimum of five years of experience in college counseling or related field.
- Understanding of national standards and best practices in guidance and college counseling.

- Facility with PowerSchool and Naviance software.
- Familiarity with NCAA academic requirements.
- Commitment to excellence in a Catholic college preparatory education.
- Knowledge of the Holy Cross tradition and educational philosophy a plus.
- Highly organized with attention to detail; superior writing and editing skills.
- Positive, energetic disposition with excellent interpersonal communication skills.
- Commitment to confidentiality and good judgment regarding sensitive matters is essential.
- Demonstrated commitment to professional development.
- Valid Ohio Certificate or License.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and Federal Bureau of investigation.

Please send letter of interest and resume to [humanresources@hoban.org](mailto:humanresources@hoban.org) to Jennifer Krejsa  
Posting will remain open until filled.

### **Our Mission**

We are a Catholic High School in the Holy Cross Tradition. We celebrate our diversity, value each person and welcome one another with the hospitality of Christ. As a family of learners, anchored in gospel values, we empower each other to grow spiritually, develop intellectually and reach out in service to others. Within an innovative and orderly learning environment, we are committed to challenging each student in both heart and mind to be a compassionate individual, a lifelong learner, and a responsible steward of God's creation.