



Academic Counselor

Application Deadline: Open until filled.

Job Description: This person will be responsible for the academic, social, and emotional guidance and development of students. This person works closely with the rest of the counseling department, the Principal and academic support staff in providing academic guidance, personal counseling and career guidance to the general school population.

Job Requirements:

1. Willingness to understand and commit to the mission of Bishop Kelley High School as a Diocesan Catholic institution.
2. Works cooperatively with the Administration and supports administrative policies.
3. Works as a team member with the educational staff.
4. Demonstrates positive interpersonal relations with students and parents.
5. Demonstrates a sense of professional responsibility.
6. Teaching certification in School Counseling.
7. Master's Degree in School Counseling or comparable.
8. Previous experience in school counseling is preferred.
9. Effective communication skills.
10. Must be cleared through the Virtus Background Check (Done by Bishop Kelley).

Supervisor: Principal and Department Chair

Salary: Compensation is primarily based upon years of experience and educational degree(s)

Benefits: Full-time employee benefits apply including Medical, Dental, Vision, 401(k) with Employer match, Employer funded Pension plan, Employer paid LTD and AD&D as well as a generous PTO program.

Location: Centrally located on one campus in Tulsa, OK

To Apply: Send cover letter and resume to JOBS@bishopkelley.org Please include any relevant coaching experience on your resume.

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