

❖ School Counselor

Job Summary

Provide a resource to students, faculty and parents in support of the emotional, mental and social well-being of students through various methods including short-term counseling sessions, referrals for external assistance, school-wide mental health programs and presentations, small group sessions, and parent education. Assist with the tracking, implementation and updating of Individual Learning Plans for students.

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports To

This position reports directly to the Principal with additional direction and oversight provided by the Lower and Upper Assistant Principals.

Responsibilities

Responsibilities will include, but are not limited to, the following:

- Provide short-term, solution-focused counseling with individual students as needed/requested regarding academic, educational, social, behavioral and emotional issues.
- Assist with the tracking, implementation and updating of Individual Learning Plans (“ILPs”) for students. Provide any support needed for the administration of ILPs.
- Assist parents in the process of securing counseling with community professionals as needed/requested. Provide families with resources to secure services within the community as needed/requested.
- Collaborate with outside agencies, such as police departments, probation, and welfare departments, mental health agencies and courts, etc., to ensure appropriate support and interventions are available to students and information is provided for the safety and benefit of the students.

- Collaborate with teaching staff to determine how best to meet individual students' needs. Work with school faculty and staff to develop plans for maintaining the well-being of individual students and of the student population as a whole.
- Provide age-appropriate counseling and support to students through planned activities in small group or classroom settings and offer workshops/seminars for parents.
- Plan informational sessions with students regarding age-appropriate issues and challenges such as substance abuse, social media, peer pressure/bullying, etc. Secure speakers for sessions from outside agencies, as necessary.
- Complete regular reports for services provided, such as session notes and incident reports.
- Maintain strict confidentiality of information/records of counseling services. Information obtained in counseling should be shared only as it pertains to the student's emotional and mental well-being and/or academic performance/success and only after securing signed Release of Information Form from both parents/legal guardians.

Other Responsibilities

- Adhere to the policies and procedures of the Diocesan Employee Handbook and the St. Edwards the Confessor Parish School Faculty and Staff Handbook.
- Support and attend appropriate student activities and events. May occasionally include evenings and weekends.
- Perform other duties as requested by the Principal and Upper School and Lower Grades Assistant Principals.

Qualifications/Education/Skills:

- Master's Degree in Counseling/Guidance, Education, or Social Work.
- Teaching credential helpful. Helpful certifications include MFCC, MFT, LCSW or PPS.
- Minimum of 1 year of school counseling or teaching experience. 3+ years of experience working with elementary or middle school age children.
- Ability to communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.
- Proficiency using Microsoft Office Products – Word, Excel, PowerPoint. Familiarity with online learning platforms.
- Excellent verbal and written communication skills.
- Empathy and sensitivity to others' needs.

- Exceptional understanding of the importance of confidentiality and strict adherence to St. Edwards Confidentiality Policy.

Position Status

Position is a 10-month, exempt, benefit-eligible position.

Staff Member Signature

Date

Supervisor Signature

Date