



ST. ANNE SCHOOL

JOB DESCRIPTION

Personal Counselor

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Adhere to a professional dress code as outlined in the employee handbook

DEFINITION:

The Personal Counselor is responsible for collaborating with colleagues to support students through small group, large group, individual counseling, and classroom and playground-based activities that support social-emotional learning and behavioral support. Responsibilities include, but are not limited to, the following:

DUTIES:

- Small group and individual counseling of students
- Develop and implement counseling and guidance learning activities within the classroom and/or playground setting
- Collaborate in the development and implementation of empirically based behavioral programs to support students who require assistance in the classroom and/or at home
- Collaborate with administrators and teachers in response to behavior issues through the development and implementation of behavior support plans that support success within the school environment; incorporate lessons that address behavioral issues: respect, anger management, and bullying
- Maintain ongoing communication with parents/guardians
- Consult with outside agencies regarding specific needs of students
- Collaborate with the student support team to design and implement intervention strategies and programs
- Consult with parents, teachers, and staff to determine appropriate steps and/or interventions to help improve student success
- Refer students and families to appropriate resources
- Maintain strict confidentiality regarding student health and academic records
- Attend all staff meetings, in-services, and required school functions, including but not limited to
 - All School Masses and assemblies
 - All other activities as designated by the school or outlined in the Employee Agreement (attached)
- Provide counseling guided by Gospel values and in keeping with Roman Catholic tradition
- Additional duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Valid California Pupil Personnel Credential with an Authorization in School Counseling, or behavioral health professional with MSW, MFT, MS, or MA in Counseling or Psychology
- Three years of successful practice as a School Counselor preferred
- Understanding and commitment to following all laws and standards related to the role

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Ten months, Salary Exempt employee.
Required to be on campus 7:30 am – 3:30 pm Monday thru Friday

Reports to: Assistant Principal of Student Support Services

This is a full-time, exempt position with benefits and salary range of \$53,000 to \$73,000 based on education and experience. Please send a cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org