



**NEWMAN CATHOLIC SCHOOLS
JOB DESCRIPTION
ST. ANNE GUIDANCE COUNSELOR**

I. Religious Atmosphere

- A. Provide a good Christian model and example in one's attitudes and actions.
- B. Encourage spiritual growth in students by developing inner discipline, character, morals and values.
- C. Provide leadership in living and celebrating life and liturgies.

II. Teaching Responsibilities

- A. Prepare daily lesson plans in all required subjects.
- B. Prepare instructional activities allowing for individual differences among the students assigned.
 - 1. Use small group and individualized instruction as a mode of instruction.
 - 2. Provide opportunities for the enhancement of the students' self-concepts.
 - 3. Assist individuals to resolve learning difficulties.
- C. Develop evaluation techniques that are appropriate to class and individual objectives.
 - 1. Prepare adequately for parent conferences.
 - 2. Keep reliable set of records in order for review by administrator, department chair and parents.
 - 3. Call for case conferences with resource personnel whenever consultation with the administrator determines need.
- D. Encourage integrated instruction whenever possible.
 - 1. Plan experiences which include various disciplines.
 - 2. Incorporate the humanities and fine arts.
 - 3. Provide opportunities for critical thinking, problem-solving and the development of study skills.
- E. Provide a secure and comfortable learning environment.
 - 1. Maintain a neat classroom.
 - 2. Encourage a love of learning.
 - 3. Prepare attractive bulletin boards and display students' work.
- F. Take responsibility for the care of instructional materials and equipment.

III. Supervising Responsibilities

- A. Responsible to supervise students in accordance with the building regulations established.
 - 1. Provide supervision in the areas to which his/her students are assigned.
 - 2. Encourage students to conduct themselves in the manner and mode of conduct which has been defined as acceptable by the administrator and staff.
 - 3. Accept and perform supervisory duties as assigned.
 - 4. Supervise and discipline regardless of grade level.
- B. Share in responsibility for safety and health of each child.

IV. Professional

- A. Responsible to carry his/her share of professional duties as assigned by the administrator.
 - 1. Attend all faculty, in-service, home-school and parish meetings according to the areas of responsibility.
 - 2. Actively participate in school committee assignments.
 - 3. Earn and maintain Religious Certification.
- B. Responsible for continued personal and professional growth.
 - 1. Complete necessary credits to keep teaching license updated.
 - 2. Read professional magazines to stay updated in the field of education.
 - 3. Attend workshops and seminars in related fields for personal and professional development.

V. Grade Level Responsibilities:

VI. Responsible to comply with all areas addressed in the contract and policies of the Diocese of La Crosse.

Teacher

Date

Administrator

Date