



POSITION DESCRIPTION

Title: School Counselor (High School)

Reports to: Director of Student Services

Position Summary:

The position is responsible for supporting the whole student by addressing their academic, social, emotional, and spiritual needs within the responsibilities of the role. The position actively contributes to the Catholic Christian formation of students, participates collaboratively in the faculty community, and supports the mission and philosophy of St. Mary Catholic Schools. The successful candidate will embrace and promote SMCS's commitment to providing a faith-filled, student-centered Catholic education.

Job Responsibilities:

- Provide individual/small group counseling
- Support and consult with parents, staff and administration
- Develop, implement and/or coordinate programs (i.e. peer mediation, etc.)
- In-service staff on guidance program and procedures
- In-service staff on student special needs
- Facilitate developmental guidance programs
- Participate in planning to meet student educational, emotional, social, physical, and spiritual needs
- Active participant in student services meetings
- Act as liaison between school and community resources
- Refer students and families to appropriate community resources when needed
- Demonstrates proficiencies in the use of technology with SMCS hardware, software and applications
- Supervise students fostering and ensuring a disciplined and safe learning environment
- Cooperate with the principal in fulfilling professional responsibilities
- Collaborate with the Director of Student Services for programming and student needs as needed
- Continue professional growth
- Maintain current certification
- Read and agree to follow policies and procedures in the Personnel Handbook

Qualifications:

- Minimum of a Master's degree in counseling
- Current Wisconsin DPI Pupil Services - School Counselor 7054 License
- Experience working with high school students in an educational or counseling setting
- Strong interpersonal and communication skills
- Ability to work collaboratively and maintain confidentiality
- Commitment to completing the diocesan-prescribed faith formation and certification requirements
- Knowledge of adolescent development and trauma-informed practices

Christian commitment:

- Role model and witness to a Christian lifestyle
- Promote a positive, charitable spirit and nurture a Christian environment with the school community; interact with the family promoting Christian education of the student
- Work openly, creatively, and cooperatively with the principal and staff
- Challenge the students to use their God-given talents
- Remain calm under pressure, never displaying unjust anger, animosity, or lack of consideration

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Signature: _____