ST MARY'S ACADEMY
FAITH COMMUNITY JUSTICE RESPECT

St. Mary's Academy
Employment Posting

Job Position: Long-Term Middle School Counselor Substitute

St. Mary's Academy Overview:
St. Mary's Academy, located in Englewood, Colorado, is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students are likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation, or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Position Summary:
St. Mary's Academy seeks a long-term substitute counselor to support students in grades 5–8 from February 1 through May 31, 2027. The counselor builds strong relationships with students, faculty, and families to address students' social and emotional needs, provides timely communication and referrals, and collaborates with Middle School leadership to support student well-being. The position requires sound judgment, discretion, and appropriate confidentiality.

Job Description:
The Middle School counselor builds relationships with students, faculty, parents, and the greater community to support the social and emotional needs of students. As a member of the St. Mary's Academy community, the counselor embraces the school's mission and the four Loretto School

Values of faith, community, justice and respect. Skillful communication skills are essential in this position and involve timely contact of parents, teachers and students as situations dictate, a keen capacity to handle difficult conversations, attendance at select parent-teacher conferences, and support of admission and retention of students. A trusted capacity to maintain confidentiality while ensuring essential information is shared to support students in need. Active participation in the Association of Independent Schools counseling group is expected.

Major Duties and Responsibilities:

- Provide individual counseling and support to 5th - 8th grade students experiencing social and emotional challenges; coordinate outside counseling referrals as appropriate in collaboration with school leadership and the learning liaison.
- Support the existing Middle School social-emotional learning (SEL) program, including relevant resources, speakers, and Community Action Team or classroom activities, in collaboration with the Middle School principal and diversity liaison.
- Organizes and facilitates psychoeducational groups for students 5-8 as needed.
- Communicate promptly and professionally with students, parents/guardians, and teachers; participate in student support discussions and select parent-teacher conferences as needed.
- Attend 5th-8th-grade-level and faculty meetings and collaborate with colleagues to support students.
- Maintain student confidentiality while sharing essential information with appropriate school personnel to support student safety and well-being.

Qualifications/Requirements:
Education and qualifications should include the following:

- Master's degree in counseling, psychology or social work from an accredited college or university.
- Background or experience in an educational setting.
- Communications. Skills that include clear written materials and excellent verbal abilities with both individuals and groups.
- A sense of resonance with the St. Mary's Academy mission.

Compensation:
This temporary, long-term substitute assignment runs February 1 through May 31, 2027. Compensation is $185 per day. Health benefits are not provided.

How to Apply:
Interested candidates should send a cover letter, and resume to Jessica Williamson at jwilliamson@smanet.org. No phone calls, please.