**Position Summary**

**Advise and counsel students regarding academic, educational, and short-term social and emotional problems. Support, uphold, and model the philosophy of Catholic education and the mission of the school.**

**Essential Job Functions**

*Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties / responsibilities may change at any time with or without notice.*

**Social/Emotional Counseling**

* Identify students who may need targeted or intensive services, and, where appropriate, refer students to behavioral health specialists and Youth First Social Worker
* Communicate, coordinate, and collaborate with behavioral health specialists on developing and implementing student supports.
* Make child abuse reports as necessary (notifying the Child and Protective Services and file reports with the Catholic Dioceses).
* Provide crisis management and social/emotional support for students and families as needed.
* Establish re-entry plans for students with extended absences (especially if reason is for absence is due to mental health related reasons, such as suicide attempts).
* Provide counseling assistance with anxiety management (for students and some faculty).

**Academic Counseling / Support**

* Provide individual student planning / registrations, and provide responsive services to support students and their families regarding academic matters.
* Consult, facilitate, and maintain communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations.
* Assist students with executive functioning / organizational skills (prioritization of make-up work, turning in assignments timely) and provide feedback and recommendations of appropriate action and solutions to individual student’s academic and educational needs and abilities.
* Attend all IEP and 504 Conferences.
* Administer standardized examinations (PSAT, SAT, ACT, ASVAB, AP Exams and ILEARN).
* Write letters of recommendations for colleges, trades, or scholarships as requested.
* Coordinate dual-enrollment and student transportation needs with Southern Indiana Career and Technical Center.
* Attend weekly counseling team meetings and quarterly High School Counselors Meetings.
* Assist students/parents in understanding school policies and procedures.
* Prepare reports and update transcripts and records associated with job duties.
* Collaborate with all departments to ensure the best outcome for the students.

**All Other Duties as Assigned**

* Support and attend appropriate student activities and events.
* Participate in student orientation / tours for incoming students.

**Competencies / Skills**

* **Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.**
* **Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.**
* **Working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results.**
* **Knowledge of educational software.**
* **Excellent verbal, written, social media, and public speaking communication skills.**
* **Strong proficiency with computer software including Microsoft Office suite.**
* **Strong attention to detail with the ability to remain organized even when receiving information from various sources.**
* **Ability to work independently, with limited direct supervision.**
* **Demonstrated professionalism, reliability, strong work-ethic to complete a job properly.**
* **Serve as a role model to demonstrate appropriate behavior to students.**

**Qualifying Work Experience**

* Minimum of 3-5 years in school counseling or teaching experience.

**Required Education and Licensures**

* Master’s Degree in Counseling/Guidance, Education, or Social Work
* Clean background check

**Work Environment**

* Work is generally performed in an office environment with exposure to computers and office equipment.

**Physical Requirements**

* Ability to perform work while sitting at a desk, interfacing with computers for extended periods of time.
* Ability to walk and ascend and descend stairs in a safe manner.
* Ability to mentally concentrate.
* Ability to perform lifting, carrying weight up to 35 pounds.
* Fine motor skill dexterity for keyboarding, typing, writing, and filing documents.
* Ability to hear, and to speak clearly and distinctly when communicating.
* Adequate visual acuity to perform duties.