

# Counselor Job Description

Name: \_\_\_\_\_

School Name: Nolan Catholic High School City: Fort Worth, TX

**Job Summary:** The counselor fulfills the mission of the Catholic school by assisting the faculty and administration in the development of a guidance program and counseling students in areas of academic, career, and social/emotional domains. The counselor has decision-making authority within the realm of the office in consultation with the principal. This position reports to and is evaluated by the principal.

## Essential Job Functions

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Prepares and implements the guidance program for students.
- Identifies specific needs of students in academic as well as personal domains
- Coordinates the testing program and assists with test interpretation for teachers, students and parents
- Disseminates information and provides direct services with regard to college planning, discernment, admission, and careers
- Assists students with social/emotional issues and offers referral options for outside counseling
- Maintains student records and college counseling data base
- Maintains current and accurate records according to school policy
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits

## Important Job Functions

- Keeps abreast of college entrance requirements and of guidance principles and programs
- Sends transcripts and records upon request
- Coordinates with faculty and staff concerning student achievement and other needs
- Continues personal growth through association membership in professional organizations
- Assists with scheduling and other student-oriented tasks
- Collaborates with peers to enhance the work environment and support instructional planning

## Minimum Qualifications

### Education/Certification

- Master's Degree in Counseling or Master's Degree in Psychology or Social Work with courses included or added that address theories and methods in counseling, psychology of adolescence, career information and development, multi-cultural counseling, and vocational, academic and career testing.

### Experience

- 3 years experience in education, school counseling field, or related area

## Knowledge, Skills, and Abilities:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of human development and adolescent issues

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- Knowledge of college admission counseling and processes
- Knowledge of standardized assessment instruments and applicable interpretation
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Able to work independently and self-motivate
- Able to organize and manage multiple projects and tasks
- Able to respond to crises effectively
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

### Working Conditions

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard office and school conditions

### Mental/Physical Demands:

- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Ability to manage frequent interruptions while working

FLSA classification:  Exempt  Non-exempt (hourly)

School classification:  Full-time  Part-time  
 Temporary  Other/seasonal

### Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_