

Counselor Job Description

Name: _____

School Name: St. Joseph Catholic School

Job summary: The counselor fulfills the mission of the Catholic school by assisting the faculty and administration in support of the school's guidance program and in the counseling of students in areas of academics and social/emotional domains. The counselor has decision-making authority within the realm of the office in consultation with the principal and in keeping with school policies. The position is hired and 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 Catholic Diocese of Fort Worth
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Supports the school's guidance program during classroom visits
- Supports the students, teachers, learning specialist, and administration in areas of academic needs
- Supports the students in social and emotional needs and offers referral options for outside counseling as needed
- Maintains student records related to the role and utilizes school counseling form per policy
- Demonstrates professionalism in conduct, demeanor, and work habits
- Meets staff development and certification guidelines as set forth by the Diocese/local administration
- Maintains a work schedule that maximizes availability to the school, students and staff
- Performs other duties as needed by the principal

Important Job Functions:

- Coordinates with faculty and staff concerning student achievement and other needs
- Continues personal growth through association membership in professional organizations
- Collaborates with peer to enhance the school/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, and multi-cultural counseling.

Experience:

- 3 years experience at the elementary level in school counseling field, or related area

Knowledge, Abilities, and Skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of child development, learning, and behavior
- Able to manage student behavior in classroom setting

- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in motivating and engaging students in the learning process
- 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 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
- Required to monitor students in a variety of locations with noise, activity, and inclement weather

FLSA Classification: _____ Exempt ___X___ Non-Exempt (hourly)

Employee Certification: _____ Full Time __X___ Part Time _____ Occasional _____ Stipend

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 _____