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## **ELEMENTARY/MIDDLE SCHOOL COUNSELOR 2021-2022 JOB POSTING**

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**Position Title:** Elementary/Middle School Counselor

**Job Classification:** Non-exempt

**Reports to:** Assistant Principals and Principal

### **School Vision Statement**

Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each Learner to achieve his or her God-given potential inside and outside the classroom.

Always learning, our graduates are confident and compassionate young men and women who will make a difference.

### **School Mission Statement**

St. Edward the Confessor Parish School, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community.

Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

### **Position Description**

The Elementary/Middle School Counselor will help students attain an optimum level of personal and social adjustment during an important developmental period. The School Counselor will provide education, prevention and intervention strategies that teach knowledge, attitude and skills needed for effective achievement, social-emotional development and healthy relationships. In order to coordinate a comprehensive counseling program, the School Counselor will work in partnership and collaboration with the administrators, teachers, staff and parents.

The Elementary/Middle School Counselor supports the ministerial function of the School and Diocese. As such, the School Counselor is expected to exhibit in speech or action behavior that is consistent with the teachings of the Catholic Church.

### **Professional Responsibilities of the Counselor:**

### Essential Functions

- Help students attain an optimum level of personal and social adjustment and high academic achievement.
- Consult with parents, teacher, administrators, and supporting agencies concerning the personal and social needs of students.
- Communicate effectively with all members of the school community.
- Support the school philosophy and vision to educate the 'whole child' in a faith based community.

### General Responsibilities

- Provide individual counseling and guidance to help students cope effectively with personal, social, academic and family concerns.
- Develop, in collaboration with administration and teachers, classroom and school-wide prevention and intervention strategies that promote the embodiment of Christian values and address student behavior issues (bullying, social media, peer conflicts)
- Identify students with special (non-learning) needs and make appropriate recommendations and referrals.
- Support administration and parents to address critical student needs such as personal and school behavior issues, anxiety, depression and suicidal thoughts.
- Foster students' social emotional health.
- Provide staff and parent development as needed regarding students' needs.
- Provide parents with information that will serve the best interests of their children, and to be discreet with information received from parents.
- Assist with enrollment assessment as needed.
- Assist new students transition to St. Edward Parish School.
- Attend and participate in parent, administrative and faculty meetings as required.
- Attend and assist when necessary with school events such as Open House.

### Administrative Duties

- Update and maintain confidential records when addressing student needs.
- Ensure that confidentiality policies and practices are observed.
- Adhere to all legal, Diocesan and school health and safety policies and practices.
- Confer with the Assistant Principals and Principal about unusual and potentially serious student issues.
- Communicate with parents on important issues; respond in a timely manner to parents' questions or concerns.
- Be familiar with the California Standards for the School Counseling Profession as they apply to a private school. <https://www.schoolcounselor-ca.org/files/CSSCP%20-%20Electronic%20Version%202009.pdf>

### **Required Qualities:**

- Faith Qualities: upholds teachings of the Catholic Church; models a lifestyle consistent with Christian values. All school personnel are expected to actively participate in the formation of the Christian Faith Community at our school.

- Professional Qualities: professional demeanor; honors job obligations, i.e., work hours, professional growth hours; communicates regularly with administration, parents and students; remains up-to-date in research, strategies and methods relevant to student social-emotional health; understands complexity of student social-emotional development and impact of varied home life.
- Personal Characteristics: effective communicator; demonstrates commitment to students and their personal development; approachable; problem solver. A flexible demeanor, ability to multi-task and problem solve. Willingness to adapt to needs as they arise during the school day.
- Cognitive Abilities: possesses firm understanding of child development.

**Required Qualifications:**

- Master's Degree in school or personal counseling from an accredited college/university.
- Minimum two years school counseling experience.
- Immunizations: TDap, MMR, Flu
- Valid certification for Basic First Aid and CPR.

**Position Status**

Position is part-time (27.5 hours per week), hourly 10-month position (late August – mid June). Hourly rate TBD based on experience and budget.

**Application Procedure**

Interested candidates should mail or email your resume and cover letter to Tom Waszak at [twaszak@stedschool.org](mailto:twaszak@stedschool.org) or St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.

**Application Deadline**

The position will remain open until it is filled.