

**ST. ELIZABETH CATHOLIC CHARITIES
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION

POSITION TITLE: School Counselor

STATUS: Part-Time, Non-exempt

SECRETARIAT: Catholic Charities and Family Ministries

REPORTS TO: Social Services Director at St. Elizabeth Catholic Charities and Principals at assigned schools

SUPERVISES: N/A

II. PRIMARY FUNCTION

Utilizing resources, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, emotional and personal/social development for all students.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provide individual and/or group counseling services to meet the developmental, preventative, and remedial needs of students.
2. Participation in educational planning meetings with faculty, as needed.
3. Maintain availability to faculty, students, and families to provide support for emotional, social, or family issues that may hinder school progress.
4. Maintain appropriate records of all student contact.
5. Provide resources and referrals to outside parties as appropriate.
6. Maintain statistics, which include PQI measures
7. Other duties as assigned

IV. POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Provides individual and small-group counseling services to students with academic, emotional or social concerns
2. Advocates for students at individual education planning meetings
3. Collaborate with teachers to present topics of relevance in the classroom setting
4. Conducts classroom observations to provide adequate guidance and services
5. Provides teachers with suggestions for effective classroom management
6. Helps the school principal identify and resolve student issues, needs and problems

7. Mediates conflict between students and teachers
8. Improves parent/teacher relationships
9. Organizes peer counseling sessions
10. Implements an effective referral and follow-up process when student and/or family requires outside resources.
11. Participate in committees, as assigned by Principal, that are applicable to role in school (Ex: Wellness committee, Crisis Response team).
12. Provide training to staff that would enrich the teams approach in handling social, behavioral and emotional areas.
13. Abide by licensure ethics in regards to confidentiality of student and school.
14. Manages paperwork and consents in order to provide appropriate documentation of services provided.

ACCOUNTABILITY AND DATA COLLECTION

1. Collects and analyzes data to guide program direction and services provided
2. Submits monthly quantitative data to Social Services Director at St. Elizabeth Catholic Charities
3. Submits quarterly data, both quantitative and qualitative, to Social Services Director for Performance Quality Improvement review. Data for PQI is collected quarterly, January –March, April-June, July-September, October-December. Quarterly data needs to be submitted in January, April, July and October.

V. EDUCATION, TRAINING AND/OR EXPERIENCE

1. Graduate of an Approved Master’s Level Social Work Program or equivalent counseling degree
2. Certification/Licensure preferred
3. Experience preferred
4. School counselors are expected to have a broad and comprehensive understanding of the knowledge and skills needed for this position, and to use that knowledge to help students prepare for the challenges and opportunities they may face. The school counselor must be able to apply knowledge and skills to deliver effective counseling services using numerous treatment modalities based on the needs of the students.

VI. WORKING ENVIRONMENT

1. Travel required to and from assigned schools.
2. May need to work some evenings.
3. Need to work with a variety of organizations, including community organizations, etc.
4. Access to confidential information that must be safeguarded

revised 7/2020