

Job title	<i>School Counselor</i>
Reports to	<i>Principal</i>
FLSA Status	<i>Exempt</i>

Job purpose

To provide, as a member of the counseling department staff, a comprehensive counseling program for students in grades six through twelve and specifically provide services to meet the needs of assigned students; consult with teachers, staff and parents to enhance effectiveness in helping students; and to provide support to other high school educational programs including a resident sports program, international student program and refugee education program.

General Responsibilities

- Implement the high school guidance curriculum through delivery of classroom units and infusion in content areas
- Guide individuals and groups of students through the development of educational and career plans
- Support high school students with the college application process including familiarity with the common app as well as the NCAA eligibility center
- Support students and parents with completing the FAFSA and finding college scholarship and grant opportunities
- Counsel individuals and small groups of students with problems
- Consult with teachers, staff and parents regarding the developmental needs of students.
- Refer students with problems to appropriate program specialists or community agencies.
- Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school
- Participate in and facilitate the intervention team process
- Plan and evaluate the building counseling program
- Pursue continuous professional growth.
- Coordinate CSE meetings for students with IEP's
- Coordinate student testing including Advanced Placement, PSAT, and other standardized testing

Communication and other responsibilities

- Meet weekly with the leadership team to review student issues and concerns
- Monitor student academic progress; contact parents of students as needed
- Communicate regularly with parents regarding the academic success or needs of their student
- Maintain dialogue with students, parents, and faculty regarding the academic progress of students
- Monitor student graduation requirements; communicate with students and parents regarding the fulfillment of these requirements
- Performs a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities.
- Supervises study hall within the residence hall on one evening from 6-11pm per year
- Supervises one weekend activity for the residence hall per quarter
- Serves as an academic advisor to a resident student; meets with student on a biweekly basis for academic check-ins
- Other duties as assigned by President/Principal

Work Ethic

- Maintain confidentiality regarding the Bishop Kearney community
- Demonstrate interest, patience, fairness and respect
- Attend all required meetings and willing to perform all other duties as assigned
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder Blessed Edmund Rice
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents and alumnae and exemplify the core values
- Complete other assigned duties

Qualifications

- Master's degree in School Counseling, or related degree
- NYS School Counselor Certification
- Proficient in Word, Power Point, Excel
- Experience with Infinite Campus Software preferred

Conditions of Employment

As a condition of employment, newly-hired employees must obtain a New York State and FBI fingerprint background clearance and furnish proof of identity and employment authorization status.

Physical requirements

Must be able to lift 25 pounds.

Direct reports

None
