

SCHOOL COUNSELOR JOB DESCRIPTION

- QUALIFICATIONS:**
1. Master's Degree or higher in School Counseling or related field
 2. Certification in Guidance and Counseling or Florida clinical licensure (preferred)
 3. Bilingual in Spanish and English (preferred)
 4. At least 3 years experience working in an educational setting (preferred)

REPORTS TO: The school counselor reports directly to the Director of School Counseling.

TERM: 10 month position

JOB GOAL: He/she practices ethical and professional standards in the implementation of a developmental, results-based school counseling program that promotes Jesuit values and student success.

RESPONSIBILITIES

1. He/She will provide comprehensive counseling services to students with the goal of improving academic achievement and emotional and social functioning.
2. He/She will maintain records on individual students by documenting counseling sessions and other relevant interactions with teachers and/or parents.
3. He/She will provide ongoing consultation with teachers, staff, administration and parents to best meet the students' needs.
4. He/She will hold parent conferences and respond to parental requests in an appropriate and timely manner.
5. When needed, he/she will refer students to other staff such as spiritual counselors, Dean of Men, teachers, and/or outside specialists and follow up with said professionals to provide continuity of care for the student.
6. He/She will participate in, coordinate, or conduct activities that contribute to the effective operation of the school and in support of the school's core purpose and values.
7. He/She will provide group and individual interpretation of test results to students, teachers and parents.
8. He/She will develop and present a guidance classroom curriculum consisting of structured lessons designed to help students gain specific competencies and skills.
9. He/She will pursue continuous professional growth in school counseling.
10. He/She will treat each student with individual care (cura personalis) in overcoming any obstacles to their learning or personal growth.

11. He/She will organize and participate in any special activities, projects or presentations that will assist in meeting the School Counseling Department's goals.
12. He/she will understand and live the characteristics of the philosophy and apostolic purpose of Jesuit education.

PHYSICAL WORK ENVIRONMENT:

1. Must have the ability to stand, sit and/or walk for extended periods of time
2. Daily desk work including significant amounts of telephone and computer time
3. Workday regularly includes multiple or conflicting demands, deadlines and time pressures
4. Work regularly requires sustained concentration
5. Sufficient vision (with correction) to read and observe distant objects
6. Ability to work flexible schedule as hours and shifts may vary according to school calendar

EVALUATION:

The School Counselor will be evaluated annually by the Director of School Counseling. The evaluation will be based on his/her self-evaluation, the characteristics of Jesuit Education, and the responsibilities listed above.