

POSITION DESCRIPTION

Job Title: Elementary Counselor

Reports To: Assigned Principal

Position Summary: Addresses the students in a holistic manner with the responsibilities as contracted. Assists with the Catholic Christian formation of the students. Actively participates in the faculty community. Recognizes and promotes the philosophy of SMCS and supports the Catholic commitment to education

Qualifications:

- Minimum of a Master's degree in counseling
- Current Wisconsin DPI Certification 96

Responsibilities:

- Facilitate Comprehensive Counseling Program
- Provide individual/small group counseling
- Plan and implement developmental classroom guidance
- Support and consult with parents, staff and administration
- Develop, implement and/or coordinate programs
- In-service staff on guidance program and procedures
- Inservice staff on student special needs
- Participate in planning to meet student educational, emotional, social, physical, and spiritual needs
- Act as liaison between school and community resources
- Demonstrates proficiencies in the use of technology with SMCS hardware, software and applications.

Supervising:

- Supervise students fostering and ensuring a disciplined and safe learning environment

Professional:

- Cooperate with the principal in fulfilling professional responsibilities
- Continue professional growth
- Maintain current certification
- Read and agree to follow policies and procedures in the Personnel Handbook

Grade Level/Curricular Activities:

- Perform other duties as determined by the administrator within the parameters of the aforementioned responsibilities

Christian Commitment:

- Role model and witness to a Christian lifestyle
- Motivate through good example meaningful prayer and liturgical experiences
- Promote a positive, charitable spirit and nurture a Christian environment with the school community
- Work openly, creatively, and cooperatively with the principal and staff
- Take pride in group accomplishments willingly initiating and contributing to them Challenge the students to use their God-given talents
- Remain calm under pressure, never displaying unjust anger, animosity, or lack of consideration
- Interact with the family promoting Christian education of the student

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.

I can perform the above duties with or without reasonable accommodations.

Print Name _____

Signature _____ Date: _____