



PERSONAL AND ACADEMIC COUNSELOR

POSTING DATE: November
DATE OF HIRE: January 2, 2019
POSITION TITLE: Personal and Academic Counselor
REPORTS TO: Director of Academic Support
CLASSIFICATION: Exempt

MISSION STATEMENT:

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

GENERAL SUMMARY:

The St. Mary's Academy Counseling department seeks to promote student self-awareness, personal growth and responsibility and to help students develop problem-solving and self-reflection abilities. Counselors are available to support students who face emotional, social and academic challenges. As student needs dictate, counselors work alone and with other colleagues in a multi-disciplinary team to determine approaches to best support individual students, communicate with students and families, and offer external referrals. They also work as a team to deliver programming and facilitate groups to address student needs. We seek a candidate who models emotional maturity, balance, and wellness, and one who understands the developmental needs of adolescent girls and will enjoy working in a high-energy high school environment. Excellent communication, collaboration, flexibility, and organizational skills are necessary.

MAIN RESPONSIBILITIES:

- Provide solution-focused, short-term counseling to students to help them identify and address challenges.
- Provide academic counseling and support students as they make academic plans and forecast for classes.
- Support students developing decision-making, problem-solving and other skills and awareness of their own feelings, attitudes, and values as they intersect with their school life.
- Assess safety and risk to students and if needed, provide crisis intervention.
- Provide referrals for educational testing and mental health counseling.
- Interpret results of educational assessments and write and communicate classroom accommodation plans (CAP). Support students in using accommodations.

- Support transfer students and ninth graders in their transition and integration to high school.
- Coordinate and facilitate team meetings to plan support for at-risk students.
- Work with Vice-Principal for Academic Support and faculty to understand and address student needs during and after long-term absences.
- Serve as a resource to faculty, staff, coaches and Learning Center teachers in the areas of how to work with students needing academic, emotional and behavioral support.
- Provide teacher advisory support and curriculum, workshops, and small group offerings.
- Consult with and provide programming for parents on topics of interest including adolescent development, issues affecting teens, and St. Mary's offerings.
- Work with administration to coordinate student support in times of crisis.
- Promote understanding and acceptance of cultural diversity among students.
- Communicate with administration about risks and matters requiring attention.

QUALIFICATIONS:

- Master's degree in Social Work (MSW)
- Knowledge of intellectual, emotional, social, and physical development of adolescents.
- Knowledge of and ability to apply interpersonal communication techniques.
- Ability to understand and accept individual differences.
- Ability to effectively communicate and maintain cooperative relationships with colleagues, students and families, and professional colleagues outside SMA.
- Public Speaking skills.

SALARY & BENEFITS:

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation and sick leave. Length of contract is 187 days.

St. Mary's Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Mary's Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

TO APPLY:

Qualified applicants may submit resume & cover letter.