



PERSONAL AND ACADEMIC COUNSELOR

POSITION TITLE:	Personal and Academic Counselor
REPORTS TO:	Director of Academic Support
FLSA:	Exempt
JOB STATUS:	Regular, Full-time
FTE:	1.0-10 Month Employee

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, appropriate boundaries, 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 to students.
- Manage and support students across grade levels, in order to address issues such as academic performance, social skills, self-esteem, attendance, self-advocacy, problem solving, motivation and mental health issues (including anxiety, depression, etc.), while monitoring overall experiences at school.
- 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 needs.
- Support transfer students and ninth graders in their transition and integration to high school.
- Coordinate and facilitate team meetings to plan student support meetings and staffing's.
- Work with Director of 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 Academic Support 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.
- Available for evening and weekend events throughout the school year.

QUALIFICATIONS:

- Master's degree in Social Work (MSW) or related fields.
- 2-5 years mental health and/or school experience.
- 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.

PHYSICAL REQUIREMENTS:

- Ability to sit and/or stand for extended periods of time
- Ability to occasionally lift up to 20 lbs.
- Ability to stoop, bend, walk and effectively communicate at levels normal for someone performing work with the general public primarily in the office environment with SMA community or off campus. Communication forms can include but are not limited to; in-person verbal and non-verbal, written, email, telephone and public speaking to medium to large groups.

SALARY: Salary will be commensurate with qualifications and experience.

BENEFITS: St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental and Vision coverage at no cost to employee only
- Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Vacation and Sick Leave
- Holiday Pay
- Retirement 403(b) plan

- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Tuition Remission for St. Mary's Academy
- Employee Assistance Program

St. Mary's Academy is an equal opportunity employer. For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.

To Apply: Qualified applicants may submit resume and cover letter to Kari Forrer in Human Resources, kari.forrer@smapdx.org.