

# St. Francis de Sales Central Catholic School

## Morgantown, WV

### School Counselor

St. Francis de Sales Central Catholic School is seeking a full-time School Counselor. The timeline to acquire a School Counselor is for the 2023-24 academic year. Applicants' resumes will be reviewed as they are received and interviews will begin in a timely fashion.

#### **JOB TITLE:**

Certified School Counselor (K-8)

#### **JOB STATUS:**

The job will begin as a full-time position with the potential of it expanding into a full-time position.

#### **JOB FUNCTION:**

To develop, implement, and manage a school-wide counseling program, including working with students in individual, small group, and classroom settings.

#### **DUTIES:**

This list of essential duties and responsibilities is not exhaustive and may be supplemented:

- To counsel students with learning, physical, social, and emotional problems, through conferences held with students on the basis of teacher, parent, principal, or self-referral.
- To provide opportunities strategies to students for conflict resolution.
- To maintain accurate and up-to-date permanent record folders.
- To consult with classroom teachers, school administration, school nurse, and parents in order to better support the needs of students .
- To work closely with classroom teachers in planning and implementing group guidance sessions based on the developmental needs of all students.
- To acquaint teachers with psychological personnel and services available.
- To act as the liaison between school and community agencies in working on student problems.

#### **OTHER DUTIES:**

- Work cooperatively with students, parents, peers, administration, and community members.
- Guide the learning process toward achievement of curriculum goals.
- Participate as an active member with other faculty and staff.
- Maintain accurate and complete records as required by law and school policy.
- Maintain and improve professional competence.
- Communicate effectively both written and orally.
- Participate in parent conferences when necessary for the purpose of sharing assessments, student work, and recommendations.
- Follow school-wide procedures for attire, behavior, and punctuality.
- Attend and participate in school events outside of regular school hours.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Valid license / certification to meet State standards;
- Applicants must have a strong desire to impact student achievement and enjoy working with children;
- Ability to work with diverse populations;
- Able to work effectively with students, parents, administrators, colleagues, community, and other school system staff;
- Proficiency with computers;
- Flexibility and a desire to work as part of a team;
- Possess excellent oral and written communication skills;

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The School Counselor will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. SFCCS reserves the right to update, revise, or change this job description and related duties at any time.*