



Date Posted: 06/28/2022

Send resume to: Name: Michele Melligan, Head of School
Address: 88 Red Jacket Parkway
Buffalo, NY 14220
Email: employment@mtmercy.org

Type of Employment: Summer: Part-Time : If part-time, # of hours per week Full-Time:

Job Title of Open Position: Temporary School Counselor

Salary: To be determined based on experience Salary will be: hourly other

Employer: Mount Mercy Academy Department Counseling

Location Address: 88 Red Jacket Parkway
Buffalo, NY 14220

Employer website: www.mtmercy.org

Brief Job Description

- Plans, develops and implements a program of counseling and student services within the school.
- Counsels students, both individually and in a classroom setting on educational, vocational, personal and social issues.
- Assesses the needs and goals of individual students.
- Assists the individual student in planning and implementing educational and occupational goals.
- Refers students to specialized resources and/or facilities.
- Attends the Committee on Special Education meetings.
- Oversees IEP's and 504 plans for students and notifies and/or meets with teachers to implement those plans.
- Serves as liaison between home and school, student and teacher.
- Works cooperatively with faculty, other counselors and other personnel specialists to achieve an effective counseling program.
- Conducts research to determine student needs and to evaluate the effectiveness of the counseling program.
- Assists in the screening and selection of incoming students.
- Establishes effective procedures for student placement in appropriate curriculum.
- Assists teachers in obtaining and interpreting information about students, making appropriate use of cumulative records, to arrive at appropriate educational plans for students.
- Part of the Student Support Team.
- Develops and carries out a comprehensive career counseling program.
- Processes student applications for Mercy Learning Online.

- Carries out summer school registration.
- Attends school functions and extracurricular activities including Open House, parent teacher conferences and other duties as assigned.
- Exemplifies the Mercy mission and core values throughout.
- Conducts themselves in a professional manner as a positive role model for our students that is reflective of Mount Mercy Academy's tradition of Sisters of Mercy.

Additional Essential Duties & Responsibilities

- Teach students in seminar classes that meet once per cycle (icebreakers, study skills, time management, career exploration, academic success skills, social-emotional activities).
- Communicate with elementary schools regarding accelerated math students, including sending all forms and report cards.
- Assist with administration of the PSAT 8/9 and the PSAT/NMSQT.
- Register students in their AP Classes on the College Board, order AP exams, and create the AP Exam proctoring schedule.
- SSD Coordinator: responsible for submitting accommodations for students to College Board.
- Assist with the WNY College Consortium.

E.O.E.

How to apply:

By Mail E-Mail Fax your resume, cover letter, list of references, copy of teaching certifications and the application to employment@mtmercy.org as soon as possible.