



## MOUNT ST. MARY ACADEMY

Date Posted: May 28,2024

Send resume to: Name: Jennifer Pitz-Jones, Assistant Principal  
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Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: School Counselor, grades 11 & 12

Salary: \$41,500 - \$45,000 for 11 month position Salary will be:  hourly  other

Employer: Mount St. Mary Academy Department Counseling Division

Location Address: 3756 Delaware Avenue Kenmore, NY 14217

Employer website: www.msmacademy.org

### **Brief Job Description**

Mount St. Mary Academy, an all-girls Catholic high school in Buffalo, NY serving grades 9-12, is seeking a full-time School Counselor for the 2024-2025 academic year. This school counselor will be primarily working with our 11th and 12th grade cohort.

The school counselor will serve as a resource for all students and families, attending to social emotional needs, offering academic guidance, and guiding the college process. This is an eleven month administrative position.

Applicants should provide a cover letter, resume and two references.

### **Essential Duties & Responsibilities**

- Accompany Students with School Counseling: working with cohort of students in academic, personal, social and health areas. This is done on the initiative of the counselor, student(s), parents or faculty. Refer students and their parents to the social worker to connect with community agencies, programs and specialists as appropriate
- Complete College Application process: Work with cohort of students to prepare and submit college applications

- Initiate Individual Conferences: initiate parent-teacher, student-teacher and other conferences necessary for student monitoring and success
- Facilitate Scheduling: Update the course catalog, assist cohort of students in course selection process, review schedules for the next year for accuracy of level and graduation requirements and perform schedule drop/ add adjustments.
- Coordinate Summer School placement: serves a resource for families to ensure improved academic success (for rising seniors)
- Report Cards and Progress Reports: . Review cohort of students' progress reports and report cards before mailing; complete ineligibility lists and conference
- Coordinate Junior and Senior Parent College Information Nights
- Serve as AP Coordinator - facilitate ordering of tests, master schedule - proctors, rooms, makeups, etc.
- Act as Dual-Enrollment liaison for Buffalo State; Niagara University, Hilbert College and Canisius University
- Supporting SWANS: Participate in the review and revision of current 504's for grades 11 and 12; assist in writing with new 504 accommodations (August meeting), meet when necessary

### **Supports:**

- Office of Admissions: assist with the review of incoming applications and their transition from applicant to student.
- Report Cards and Progress Reports: Work with School Counselor (9-10) to ensure production and dissemination
- Wellness initiatives - school counseling team
- Standardized Testing (October): Administer standardized tests. Review standardized test scores of every grade level with cohort of student

**Teaches:** Seminars as part of Religion one time every other week (grade 11) and own course once a week (grade 12)

- Junior: Major searching, college search, future plans. Beginning process of the college process, etc.
- Seniors: College Application, FASFA, College Decisions, transitions, etc.
- School Social Worker will also support with SEL pieces

### **Qualifications: Required Education/Experience**

- Educational background must be in school counseling and have NY State School Counselor certification
- Attend conferences and professional meetings to stay current on all counseling matters

### **Desired Skills**

- Counselor must be well organized, a self-starter, and able to manage multiple projects simultaneously
- Must have strong verbal, written and interpersonal communication skills.
- Comfortability with learning management system (i.e. Blackbaud)
- Maintain confidentiality.
- Maintain records consistent with ethical and legal guidelines.
- Participate on the school crisis team.
- Perform responsibilities in an organized, accurate, timely and dependable manner.

- Communication with administration, faculty, staff and parents about upcoming important dates and issues in guidance.
- Complete all end-of-year reporting: closing of grades, college placement, Board requests

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **Friday, June 7, 2024**