



Date Posted: 8/18/2020

Send resume to: employment@stgregs.org

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

Job Title of Open Position: Elementary School Counselor

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 250 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregschool.org

Job Description

Primary Functions: To help all students in academic achievement, and develop skills in the area of personal/social growth, and career and vocational development.

Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Experience with student deescalation.
- Experience implementing career and vocational classes.
- Effective communication skills with staff, students, administration, and parents.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believes in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for student management tasks and instruction.
- Open to instructional coaching and to other teachers in the classroom.
- Role model and lifelong learner.

Responsibilities: Counselor establishes the school counseling program and develops activities and resources to implement the program.

Direct student services including:

- school counseling core curriculum (NYS mental health curriculum)
- instruction – direct instruction, team teaching, developing learning activities
- run small groups as needed on topics such as, but not limited to, friendship skills, social skills, anger management, divorce issues.
- group activities – planned activities outside the classroom promoting academic, career or social/emotional development
- oversees implementation of guidance related school programs such as, but not limited to, Career Day, Red Ribbon Week, Health Fair, Wellness Program, and Kindergarten Play date.

- Implement classroom guidance in the area of, but not limited to, understanding self and others, coping strategies, peer relationships and social skills, communication, decision making, conflict management, bullying, and career awareness.
- Provide classroom instruction of Growth and Human Development to fifth through seventh grade students.

Individual student planning:

- Assist teachers in developing behavior management plans for individual students.
- Appraisal – assist students in evaluating interests abilities, skills and achievement
- Advisement – assist students in goal setting based on academic, career and social/emotional data
- Meet with all new students to assess adjustment to school, address issues, and contact parents/guardians as follow up.

Responsive services :

- Counseling – in individual or small group settings school counselors provide planned, short-term and goal-focused counseling. School counselors do not provide therapy or long-term counseling in schools. However, school counselors are prepared to recognize and respond to student mental health needs and assist students and families seeking resources.
- Crisis response – provide support and assistance to students and families as they navigate crisis and emergency situations

Indirect student services including:

- Consultation – share strategies supporting student achievement with parents, teachers, other educators and community organizations in collaboration – work with other educators, parents and the community to support student achievement
 - Referrals – support for students and families to school or community resources for additional assistance and information
 - Serves as a member of the Student Support Team.
 - Attend parent teacher conferences of at risk students.
 - Communicate and exchange information with parents/guardians by way of conferences, parent education workshops, and by newsletters.
 - Attends grade level team meetings.
 - Report child abuse issues to the proper authority.
 - Serve as the contact person for students' Law Guardians.
 - Attend Erie County Counselor's monthly meeting.
 - Meet with the principal and communicate issues and progress of the guidance program.
 - The counselor must attend parent teacher conferences, Open House, Parent Information Night and graduation.
 - In addition, the counselor must attend committee meetings and shall be required to attend not more than four additional functions during the year such as athletic events, band concerts, fundraisers, art shows, etc.
 - Teachers must attend minimally 2 Professional Development seminars each year. They must also attend 5 hours of ministry training each year.
 - Supervises: Faculty and staff in the absence of Principals
- Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the parish.

Qualifications: Degree Requirements/Experience

- Qualifications: The Guidance Counselor will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic

School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.

- Education: Masters of Science in School Counseling
- Experience: Prior K-8 school based experience

Desired Skills

- Special Skills: Group counseling, individual counseling, staff development, curriculum development, public speaking, community outreach, organizational skills, event planning, academic advising, study skills, teacher training, career counseling, proficient in computer/technology skills, communication skills, budgeting.
- Ergonomic Requirements: Able to sit or stand for prolonged periods of time, light physical work and lifting up to 30 lbs., move throughout the building, able to communicate effectively on the phone and in person, physically restrain student to keep safe of student or others, able to reach in all directions and stoop to store and retrieve files and use office equipment, able to focus and concentrate to complete tasks according to deadlines with numerous disruptions and background noise.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than _____

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)