

**St. Andrew Nativity School**  
**Portland, Oregon**  
**Job Posting**

**Job Title: School Counselor**

Schedule: Full time/ 40 hours per week / 11 months per year

Salary Range: Salary commensurate with experience, plus health, dental, and vision benefits; disability coverage; life insurance and retirement savings options

Starting Date: As soon as possible, no later than August 19, 2020 (Exact date to be agreed upon with Principal)

Reports to: Principal

**Organization Summary:**

St. Andrew Nativity School is a tuition-free Catholic, Jesuit middle school serving young people of all faiths from low-income backgrounds and empowering them in their spiritual, intellectual, and personal development toward college and career readiness and becoming people for others.

Our engaged, energetic faculty is committed to helping students be successful academically and in life. Our school is a special place where faculty and staff get to know each student and his/her family personally. With small class sizes, teachers are able to personalize instruction and build relationships. Our faculty and staff work as a team with cross curricular planning, field trips, and programming aimed at expanding students' horizons and achieving equity.

Visit our website at [www.nativityportland.org](http://www.nativityportland.org) for more information about our school.

**Position Summary**

The Counselor coordinates a comprehensive counseling program for all St. Andrew Nativity School students, supports the school's faculty and administration in pursuing the overall school mission with students and families, and ensures that each student has developed the social-emotional skills to help them succeed in high school and beyond.

**Nature and Scope of Responsibilities**

Leads guidance curriculum that proactively seeks to remove personal and social-emotional barriers to student success:

- Works with teachers, especially in *cura personalis* and religion, to revise and maintain a guidance curriculum that compliments topics covered in academic subjects
- Provides resources and trainings to faculty and staff to ensure the implementation of guidance curriculum, trauma-informed practice, and healing-centered engagement
- Assists the Family Partnership Coordinator with parent/guardian programs aimed at increasing engagement and removing personal and social-emotional barriers to academic learning
- Facilitates small group counseling and social-emotional classes
- Participates in admissions process during Summer Academy

Provides case management or counseling for students as needed:

- Develops a relationship with every student in order to encourage requests for support
- Works with parents, teachers, administrators and other relevant individuals to meet students' social-emotional needs
- Provides individual counseling as appropriate
- Maintains a working knowledge of community mental health resources available
- Refers students to outside resources and follows up with parents and providers as appropriate
- Participates in voluntary home visits for every rising 7<sup>th</sup> grader in order to inform student support
- Works with Graduate Support Director in high school transitioning and in case consulting as needed

Supports other St. Andrew Nativity School program components as appropriate:

- Maintains a consultative, working relationship with faculty and staff, particularly teachers, Learning Support Coordinator, Parent Engagement Coordinator, and principal
- Contributes to student supervision and maintaining a safe environment (i.e. hall monitoring)
- Attends Back to School Night, Parent-Teacher Conferences, and other evening events

As a ST. ANDREW NATIVITY EMPLOYEE...

- Supports and furthers the mission of Catholic Jesuit education and the school
- Possesses and demonstrates an openness to the Jesuit tradition of which St. Andrew Nativity School is a part and a willingness to continue growing in Jesuit formation
- Gives evidence of lived Gospel values, an attitude of service, a sense of mercy and justice in dealing fairly with students and parents, and a spirit of reconciliation when participating in problem situations affecting the community
- Respects the cultural and socioeconomic diversity of the school and actively works to reduce biases and stereotyping
- Attends weekly staff meeting and other professional development activities offered, or as requested by supervisor
- Performs public relations and other duties as assigned, particularly student supervision and development efforts necessary to maintain a tuition-free school exclusively for low-income students
- Reports any knowledge or suspicion of child abuse as required by law
- Demonstrates a sense of professional responsibility and maintains a reasonable record of attendance and punctuality

### **Qualifications**

- Bachelors Degree or higher in school counseling, social work, or a related field
- Preferred experience as a middle-school or adolescent counselor
- Working knowledge of adolescent psychology and trauma-informed best practices
- Preferred but not required Bilingual Language Skills – proficiency in English and either Spanish or Amharic

- Accurate use of a computer word processing program, as well as office machines and audio-visual equipment as needed
- Ability to work with and respond to students and parents from diverse backgrounds and a variety of family situations
- Ability to work with colleagues and to communicate effectively (both verbally and in writing) with school personnel
- Ability to work proactively and positively with individuals and groups
- Ability to plan and organize materials and programs
- Ability to maintain the confidentiality of sensitive and confidential information
- Practicing Catholic with knowledge of Jesuit spirituality a plus
- Ability to drive students in the school's activity bus preferred

**Essential Physical Requirements:**

Moderate degree of physical stamina, with occasional lifting of up to 10 pounds. Ability to move freely to various locations within the classroom and other supervisory settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

Multi-Cultural candidate preferred.

**Criminal Background check**

Per school policy all offers of employment shall be contingent upon the successful passing of a criminal background check.

**How to Apply:**

Send your cover letter, resumé, and three professional references to Lizzie Petticrew, principal: [Lpetticrew@nativityportland.org](mailto:Lpetticrew@nativityportland.org). No phone calls, please. References include name, professional relation to you, phone number, email. Position open until filled.