

**St. Mary Catholic School  
Catholic Diocese of Spokane  
Position Description**

**POSITION TITLE: St Mary School Counselor**

**POSITION PURPOSE:**

Utilizing leadership, advocacy, and collaboration, the St. Mary School Counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school-guidance program that addresses academic, behavioral, and personal/social development for all students. The counselor establishes good relationships with students, parents and other staff members in accordance with Catholic principles. He/She creates and implements a school guidance curriculum that supports each student's holistic development consistent with Catholic teachings and the St. Mary mission.

**ESSENTIAL RESPONSIBILITIES:**

- Organize and supervise assigned classes/lessons/students for optimum educational learning.
- Assess each student's performance including testing, teacher observation, interim reports, report cards and parent conferences.
- Communicate with the student's parents so as to assure parents are fully aware of the religious, academic, and social progress being made by each student.
- Follow school's content and objectives from established course/subject goals.
- Keep records in accordance with school policy.
- Demonstrate evidence of prior planning and preparation.
- Use all instructional time efficiently and effectively.
- Discuss comprehensive school counseling program with school administration.
- Develop and maintain a written plan to effectively deliver the school counseling program.
- Communicate comprehensive school counseling program goals to education stakeholders (i.e., administrators, teachers, students, parents, and community leaders.)
- Provides direct services to students.
- Uses data to develop comprehensive programs that meet student needs.
- Collaborates with parents/guardians and educators to assist students with educational and life planning.
- Provide individual and group guidance to students with identified concerns and needs.
- Teach guidance sessions as directed by the school principal.
- Implement an effective referral and follow-up process as needed.
- Use available technology resources to enhance the school counseling program.
- Monitor student academic performance, behavior, and attendance and facilitate appropriate interventions.
- Supervise students during Mass or other liturgical celebrations.
- Keep bulletin boards current and attractive.
- Inform the Principal of any unusual situation or emergency.
- Attend faculty meetings and other meetings as needed.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of school's philosophy.

- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Assess student learning regularly and provide required progress reports.
- Work as a liaison with CVSD to provide Title and other support services to students
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.

### **Knowledge/Skills/Abilities:**

- Understands school's mission and values with a commitment to achieve the school's goals organization.
- Basic understanding and acceptance of Catholic school philosophy, goals, and objectives.
- Background and training in elementary/secondary education methods and subject areas.
- Understanding of child development and skills necessary to be relevant to the grade level being taught.
- Appropriate control and discipline techniques to enhance the learning situation.
- Ability to work and interact with other staff members to accomplish school goals.
- Excellent verbal, written, interpersonal communication and decision-making skills.
- Ability to handle multiple projects simultaneously
- Computer literate with knowledge of Microsoft Office programs, especially Word, Excel, Publisher and Outlook; and Google Documents.
- Ability to work independently with minimal supervision/instruction
- Able to establish and meet deadlines
- Ability to maintain a high level of confidentiality

### **REQUIRED QUALIFICATIONS:**

#### **Qualifications**

- Bachelor's degree in psychology or counseling or equivalent years of work experience.
- Previous experience in a counseling position at a school or non-profit strongly preferred.
- Excellent written and verbal communication skills
- Proficient knowledge of MS Office programs and overall comfort level with technology.
- Positive, flexible, organized and professional.
- Understanding and commitment to Catholic education.

#### **Requirements**

- Work independently and utilize professional discretion and judgment.
- Be a consistent example of the St. Mary Catholic School mission to fellow faculty, staff, and students, as well as the general population.
- Performs other duties as assigned by principal in support of St. Mary Catholic School's Mission.

This person must complete a diocesan disclosure form, pass a Washington State Patrol criminal check, and be fingerprinted with FBI clearance per Diocese of Spokane policy. In addition,

he/she must have a current First Aid/CPR certificate and have received the diocesan Bloodborne Pathogens, VIRTUS (updated yearly), Sexual Abuse/Harassment, and other required trainings.

The St. Mary School Counselor is responsible to the principal and is evaluated formally once a year, and informally on a regular basis, by the principal.

Revised: October 2020

St. Mary Catholic School

Spokane Valley, WA

**Classification**

Position is part-time (20 hours weekly) August through June, working the school's academic calendar and additional days during June and August. Schedule is flexible. Additional hours on evenings and weekends may be required, based on school activities and events.

My signature acknowledges the receipt and understanding of this job description.

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