

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:** St. James School

**POSITION STATUS:** Part-Time

**POSITION:** Elementary School Counselor

**CATEGORY:** Non-exempt

**SUPERVISOR:** Principal

**JOB SUMMARY:** The school counselor provides guidance and counseling services in accordance with ethical standards. The school counselor shares in the Catholic philosophy of the school in its respect for the uniqueness of each student and their right and responsibility to achieve their potential. The school counselor supports the spiritual, intellectual, social and psychological development of each student and believes in their right to guidance as they make life choices. The school counselor may be called upon to consult with and provide professional and/or technical advice to students, parents and school staff.

### **ESSENTIAL FUNCTIONS:**

- Assist students in understanding and managing their own emotions, stress, conflicts, and responsibilities.
- Facilitate small groups for students with specific needs.
- Assist students in building respect for self and others, especially in areas of social skills and conflict resolution.
- Consult with teachers and staff regarding student academic and behavioral problems and assist in formulating strategies to address these problems.
- Assist parents in obtaining public school district special education evaluations and attend resulting Individual Education Plan (IEP) meetings.
- Assist students and their families in situations which require referrals to outside professions and/or agencies.
- Assist principal and school staff in the event of a crisis.
- Support school staff in the reinforcement of positive school behavior.
- Oversee school wide anti-bullying campaign and other school-wide events throughout the year.
- Volunteer as a presenter in classes as requested or needed.
- Provide staff in-service training as requested or needed.
- Stay current on school counseling issues and attend conferences and/or workshops as approved by the principal.

### **POSITION SPECIFICATIONS/REQUIREMENTS:**

- Ability to provide effective counseling and guidance services to students.
- Ability to plan effective individual, group, and classroom counseling sessions.
- Adheres strictly to professional ethics and school policy.

- Maintains records regarding counseling sessions and/or student support team meetings.
- Is available to students, parents and faculty during school hours.
- Maintains timely and effective responses to phone calls and emails.
- Maintains confidentiality in all matters.
- Must function in a manner consistent with the mission of the Catholic Church, Diocese of Sacramento, and the school.

- **MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree in Counseling, Psychology, Social Work or related field. PPS credential preferred.

**Experience:** Two years working with children and families preferred.

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Employee Signature

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Date

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Supervisor Signature

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Date