



Job Description

Title: Secondary Counselor
Effective: June 1, 2018
Department: Counseling
Reports to: Head Counselor/Principal
Classification: Exempt, Full-Time

Please send resume and cover letter electronically to sjones@mtstmary.edu.

Position Summary: The Secondary Counselor helps to assist in the mission of Mount St. Mary Academy by promoting student success, providing preventive services and responding to identified student needs through a comprehensive school-counseling program that addresses academic, career and personal/social development for all students.

The qualified individual must share in and reflect enthusiasm for the mission, spirit and culture of Mount St. Mary Academy with its dedication to the education of young women in the tradition of the Sisters of Mercy.

Primary Responsibilities:

- Maintain ethical standards of counseling as provided by the American School Counselor Association, the Sisters of Mercy, and Catholic Schools;
- Support the social and emotional well-being of students;
- Communicate effectively with colleagues, students, and parents;
- Demonstrate skill in providing assistance to instructional staff concerning counseling and guidance;
- Collaborate with teachers and administration to develop student improvement plans to assist students in reaching their academic potential;
- Promote and support efforts to help each student develop problem-solving and decision-making skills;
- Work with students and their parents to develop educational plans and college planning;
- Meet regularly with students and their parents;
- Educate and counsel students and families about the college search and application process;
- Compose compelling letters of recommendation for each senior advisee;
- Read and provide feedback on college essays and supplemental application questions;
- Plan and conduct college information programs regarding college admission, office procedures, financial aid, etc.;
- Create and maintain strong professional ties with college admission officers;
- Provide individual and group counseling for students and consult with their parents concerning problems that interfere with learning;
- Be knowledgeable of course offerings, curriculum and graduation requirements;
- Review student transcripts for accuracy and correct course placement;
- Provide information to students and parents about course offerings, college letters of references, financial aid, and future careers;
- Assist students in college scholarships and college applications.

Qualifications:

- Strong counseling and interviewing skills to address the broad range of emotional, social and academic issues facing high school students and families in individual, family and group settings;
- Strong teaching and presentation skills to address groups of students and parents on a range of topics related to academic, social, emotional and spiritual development;
- Master's degree in Counseling and Arkansas Licensure in Counseling or be eligible for licensure in Arkansas;
- Strong customer service skills;
- Completes Safe Environment and Mandated Reporter training;
- Successful completion of pre-employment background checks.

Key Competencies:

- Welcoming disposition;
- Ability to cultivate effective working relationships with a broad range of employees and external contacts;
- Demonstrated ability to define problems and determine solutions;
- Ability to maintain confidentiality;
- Sensitivity to and knowledge of cultural differences;
- Demonstrated personal integrity and commitment to ethical principles.

Reporting Relationships and Procedures:

- Hours when school is in session: 7:30 a.m. – 4:00 p.m. Monday through Friday;
- Any deviations from regular work hours e.g. illness, late arrival, leaving early, are approved by the Principal.

Benefits:

- Full-time employees are eligible for the following benefits: dental insurance, life insurance, long term disability insurance, retirement plan, optional insurances that can be purchased through AFLAC and Section 125 Cafeteria Plan.
- Full-time employees earn eleven (11) days of Paid Time Off for the school year.
- When absent for more than three days, there must be documentation on file to substantiate reason for use of days. Policies for cumulative personal time off are outlined in the Human Resource Manual. Employee should give reasonable notice to their supervisor when he/she anticipates the need to be absent for any reason.

General Competencies:

- Mission – Knows the mission, vision and values of Mount St. Mary Academy. Personal beliefs and values are in line with day-to-day work.
- Commitment – Behavior reflects values, needs and priorities of the organization. Thinks about what is good for everyone as well as self.
- Service – Genuinely wants to help others, especially those in need. Gets real satisfaction from serving and helping others. Recognizes other people's needs and emotions. Tries to remove obstacles to good service.
- Attitude Toward Change – Adapts to and works well with a variety of situations, people and groups. Looks for the good that change can bring and deals well with the fearful side of change. Suggests change when appropriate in own job.
- Personal Effectiveness – Is willing to do more than is required in a job. Speaks confidently when expressing opinions and making decisions. Takes pride in work. Handles failures as learning experiences.
- Achievement Motivation – Sets challenging personal goals and works towards excellence to continue to improve own performance.
- Learning Orientation – Values improvement and looks for opportunities to learn. Familiar with the history and operation of Mount St. Mary and the variety of activities here. Able to problem solve in relation to job. Learns well from own and others' mistakes.
- Interpersonal and Team Performance – Builds and maintains good relationships with people at work – within and outside department. Listens well to understand others' thoughts, feelings and concerns. Works well with others as part of a team, puts group priorities above own.
- Respect for Differences – Recognizes and appreciates differences in people – their style, approach and background.
- Quality Focus – Makes few errors and maintains high quality by checking work and developing ways to organize work and information. Actively explores ways to improve quality.
- Problem Solving – Effectively uses information and critical thinking to recognize problems and work on solutions.
- Task Accomplishment – Sees that the work is done within defined time and quality standards. Is able to balance more than one task at a time, set priorities and keep them.
- Professionalism – Demonstrates appropriate language, attire, behavior and grooming at all times around students, staff members and the general public.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of the responsibilities, duties and skills required by the individual, which may change from time to time.