

SAINT JOSEPH NOTRE DAME HIGH SCHOOL

JOB TITLE: Personal and Academic Counselor

DATE: February 1, 2012

DEPARTMENT: Counseling/Guidance

FLSA STATUS: Exempt

REPORTS TO: Director of Counseling

PURPOSE OF JOB:

The Personal and Academic Counselor is a full-time (10-month) position that reports to the Director of Counseling. The Personal/Academic Counselor is responsible for serving the personal and academic counseling needs of a designated percentage of the student population.

Major Duties and Responsibilities:

1. Provide personal and academic counseling support
2. Serve as primary contact for medical professionals concerning assigned students
3. Provide support and resources to faculty and staff regarding students of concern
4. Oversee crisis intervention and conflict resolution (as directed by Administration)
5. Review academic progress for assigned students on academic monitoring
6. Assist assigned students with pre-scheduling
7. Counsel assigned students on post-graduation plans
8. Serve on academic review board
9. Prepare sophomores for the PLAN test
10. Arrange large and small group student sessions on relevant adolescent concerns
11. Coordinate and implement parent education programs
12. Other responsibilities needed or assigned by school administration, including up to one teaching section.

Required Knowledge and Abilities:

1. Bachelor's degree, Master's degree in Counseling or Psychology and PPS Credential
2. Previous school counseling experience (preferred)
3. Knowledge of high school curriculum standards and college-admission requirements
4. Knowledge of medical conditions, both physical and psychological, that affect adolescents
5. Background in crisis intervention and conflict resolution, either clinical or professional
6. Excellent written and oral communication, public speaking, and group facilitation skills
7. Exceptional problem-solving, analytic, and administrative skills
8. Ability to use technology and data-based computer applications to process student data and produce professional-grade documents
9. Ability and willingness to work occasional evening and weekend events
10. Professional development and continuing education
11. Ability to lift 30 pounds unassisted