

Loretto Academy

Middle School and 9th Grade Counselor

Responsibilities:

- Collaborate with the instructional staff and administration in planning and effecting the function of the counseling activities within the overall educational program;
- Help teachers and administrators by making a maximum contribution to the total school program;
- Participate in planning and developing the counseling program to enable students to think through their own problems and work out their own best solutions;
- Compile and maintain reports, records, communications and statistics;
- Encourage student initiative, responsibility, self-direction and self-guidance;
- Foster in the student the ability to choose her/his own goals wisely;
- Anticipate and avert crises from arising in the life of the student;
- Help the student adjust successfully to school and life;
- Assist the student to recognize, understand, meet and solve her problems;
- Assist in meeting the problems of students whose benefits from education may be curtailed by social, economic, and personal problems;
- Organize experiences within the school situation to assist the student in feeling accepted in order to enable her to recognize her potential or limitations without threat and learn to make wise decisions concerning the future;
- Encourage a realistic sense of self and the world;
- Promote desirable ideals and habits of good citizenship;
- Encourage students to develop educational, vocational and avocational interests and aptitudes;
- To organize workload to ensure appropriate and maximum counseling services are provided to students;
- Consult with teachers and inform them regarding extraordinary circumstances concerning students when confidentiality permits;

- Consult and counsel with parents regarding school matters;
- Arrange referrals;
- Supervise standardized testing: PSAT, SAT, ACT and others as required;
- Assist students in pre-registration, registration and scheduling;
- Perform other duties which may be assigned commensurate with the position.

Minimum Requirements:

Master's degree and sufficient preparation in counseling and guidance services to meet SACS standards; English-Spanish bilingualism.

Immediate Supervisor:

School Principal