



## School Counselor

### Position

Saint Thomas Academy seeks a full-time School Counselor, grades 9-12, for the 2018-19 school year. The qualified candidate will be willing to embrace the mission of Saint Thomas Academy and the philosophy of the Counseling Department.

### Job Description

It is the responsibility of the faculty of Saint Thomas Academy to foster the mission of the Academy by developing the intellectual, spiritual, moral and physical potential of each young man, and by fostering the knowledge and practice of leadership so that a young man has the confidence to be a leader.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. Except in the Theology Department, this position does not require that the employee be a Catholic. It is expected however that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.

### Responsibilities

- Provides direct support service to individual students, small groups and classrooms
- Completes assessments, referrals and counseling with students and families
- Monitors student academic performance, behavior and attendance and assists with appropriate interventions
- Provides academic support, including organizational study and test taking skills
- Assists students in setting goals, decision making, peer relationships, coping strategies, effective social skills and conflict resolution skills
- Counsels individual and small groups as needed; refer severe problems to appropriate community resources
- Directs the Living Brotherhood program, a program that matches current students, that have a deceased parent, with an alum or former parent for mentoring
- Consults with teachers, staff and parents regarding meeting the developmental needs of students
- Conducts counseling activities in the classroom in conjunction with administration and teachers
- Coordinates with teachers to help identify students who are at risk or in crisis; act as a main point of contact for these students and families, communicating regularly with them

- Consults with other professional staff and outside agencies and other organizations
- Conducts professional development workshops on mental health topics
- Leads Chemical Health program
- Collaborates on grade level meetings each quarter
- Serves on Student Support Team
- Assists with standardized testing
- Uses available technology resources to enhance the school counseling program
- Utilizes a variety of instructional techniques to meet the individual needs of students
- Develops guidelines, reasonable rules of student behavior and appropriate techniques that are consistently applied
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
- Manages student behavior on all school premises and apply appropriate and effect measures in cases of misbehavior
- Respects the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal law.
- Completes written reports as needed or requested

### **Professional Growth**

- Participate in professional growth, in-services, workshops and staff development opportunities to improve knowledge of subject matter, maintain professional licensure and improve best practices
- Cooperate with administration in planning appropriate in-service training programs
- Attend faculty, department and committee meetings as required

### **Job Qualifications**

Appropriate degree and experience working with middle and/or high school students required. Advanced degree and appropriate licensure preferred.

### **Further Instructions:**

Qualified candidates should send a cover letter, resume and references to:

Deborah Berglund, HR Payroll and Benefits Specialist, Saint Thomas Academy, via email [dberglund@cadets.com](mailto:dberglund@cadets.com) or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled.