



POSITION DESCRIPTION

Job Title: School Counselor, 12-Month, FT
FLSA Status: Exempt
Reporting Relationship: Principal - Nazareth Prep

Description: Within the curricular program at Nazareth Prep, our goal is to innovate through personalized learning, engage students through community partnerships and the Corporate Internship Program and inspire them through active learning and inquiry to develop empowered leaders prepared for life and work. The School Counselor will be a part of a team that will aim to develop engaged and knowledgeable citizens and enable students to ask the critical questions necessary for creating important, world-altering solutions. The School Counselor serves on the administration team, focusing on: promoting and enhancing the overall academic mission by providing services that strengthen home, school, and community partnerships and addressing barriers to learning and achievement. The School Counselor will also contribute to the development of a healthy, safe, and caring environment. Such an environment is achieved by advancing the understanding of the emotional and social development of children and the influences of family, community, and cultural differences on student success along with the implementation of effective intervention strategies.

- The School Counselor understands how students differ in their approaches to learning; creates social/emotional opportunities that are adapted to diverse learners; understands planning; and connects students with services based on knowledge of the discipline, student, community, and curriculum goals of all students.
- Demonstrates knowledge of school and community resources available to assist students and families; while actively sharing knowledge of resources with other colleagues.
- Demonstrates understanding of the Social Emotional Learning (SEL) and effective instructional strategies and resources for teaching the scope and sequence in the academic, communication, social, and vocational curricular domains in the general curriculum.
- Understands the central concepts and methods of inquiry; uses a variety of communication/social-emotional strategies to encourage students' development of self-regulation, problem solving, decision making, coping, social communication/interaction, and performance skills.
- Implements a variety of procedures for identifying students' social/emotional/behavioral characteristics and needs, and monitoring student progress.
- Uses knowledge and understanding of the reciprocal influences of home, school, and community to intervene and alleviate barriers to student achievement for student success via such practices as assessment, crisis intervention and response, home visits, conflict resolution, individual and group counseling/mediation,

consultation, program development, dropout prevention, graduation awareness, and coordination of school and community services.

- Assumes leadership role to promote services to students and their families within the context of multicultural/multi-socioeconomic understanding and competence that enhances families' support of students learning experiences; with continual support in assisting school personnel to develop multicultural understanding.
- Leads the administration of health services in collaboration with the school nurse from Avonworth; including but not limited to arranging health screenings, maintaining immunization records, obtaining training in various health matters (Epi Pen administration, Diabetes Management, First Aid and CPR).
- The School Counselor understands his or her role as a professional, establishing high standards of reciprocal collaborative relationships with students, families, community and educational personnel, and provides continual leadership in development of relationship building. The School Counselor understands self-reflection, the importance of active participation in problem solving teams; importance of the development of programs or systems of care that support and enhance the health, social and emotional well-being, and safety of students.
- Works collaboratively with community agencies and outside therapists for students incorporates techniques and interventions practiced within the outside therapy sessions when appropriate and understands the reciprocal relationship of sharing confidential information with these individuals.
- The School Counselor understands his or her role as a professional, maintains standards of professional conduct, and provides leadership to improve students' learning and well-being. The School Counselor understands self-reflection, the importance of efficient data collection/manipulation; constantly pursuing professional development opportunities and researched based supports in communication abilities.
- Other duties will include: manage and coordinate yearbook pictures for students, in addition to senior photos and photos for the athletic programs, assist with the yearly revision of the Student Handbook and supervise interns from college programs and/or the HFI Service Corps. Participate in Mission Advancement and Quality Control Meetings in association with HFI.

Minimum Qualifications:

A Bachelor's Degree in counseling, education, social work, or related field and 2-3 years of counseling experience are required; candidates with relevant experience considered. 2-3 years of leadership roles also desired. Desirable candidates will have a demonstrated enthusiasm for working with and teaching urban adolescents, a strong sense of school community and teamwork, excellent oral, written, and interpersonal communication skills, and knowledge of educational technologies. Faculty members must support the goals of Catholic education and the mission of the school. All candidates must have current Act 33, 34 and education FBI clearances.

Please visit www.hfi-pgh.org/careers to complete the online application.