

**JOB DESCRIPTION - GUIDANCE COUNSELOR
PEORIA NOTRE DAME HIGH SCHOOL**

Job Title:	Counselor	Prepared Date:	5/24/10
Department:	Counseling	Revised Date:	1/4/22
Reports To:	Assistant Principal	Approved By:	Administration

SUMMARY

Provide individual student planning and responsive services to guide students and their families regarding academic and personal development. Advise, counsel, and support students and their families through collaboration with faculty and staff to provide a holistic education and comprehensive counseling services. Help prepare students for a successful future – educationally, professionally, vocationally, personally, socially, and eternally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Foster and support student success by encouraging academic, social, emotional, and spiritual development
- Adhere to the mission, vision, and values of Peoria Notre Dame High School
- Abide by policies & procedures outlined by the Superintendent of the Catholic Diocese of Peoria and the Principal of Peoria Notre Dame High School
- Assist in the planning and implementation of comprehensive school counseling including program development, student registration, special event planning, training activities for the PND community, all standardized testing activities, data analysis, evaluation, and assessment
- Attend back to school, parent/teacher, open house events and graduation as required
- Maintain a visible presence daily throughout the school, communicating often with students, parents, faculty, staff and administrators
- Awareness, knowledge and ability to implement all applicable laws, regulations, policies, procedures and ethical standards of the school counseling profession (including, but not limited to FERPA laws and mandated reporting)
- Perform other tasks and responsibilities as assigned by administration
- Participate in continuing professional development opportunities

ACADEMIC ADVISING

- Provide detailed information about curriculum and graduation requirements while assisting students and families with development of a four-year course plan based on individual goals and aspirations
- Responsible for course scheduling for new and continuing students
- Interpret tests, student data, and other assessments for appropriate course placement
- Communicate and meet with students, parents, teachers, and administrators as needed to resolve academic concerns
- Evaluate and monitor student progress through transcript evaluations and weekly grade and attendance review
- Assist with additional academic opportunities including dual credit, online courses, credit recovery, and course remediation, as needed
- Work closely with the Director of Admission to make sure new students have onboarding needs met

- Participate in all 504/ISP service plan meetings with the Director of Student Support Services and connect students with tutoring opportunities as needed

POST-SECONDARY PLANNING

- Educate students on post-secondary options including career exploration and education planning
- Assist with organization, planning, and implementation of college readiness tests throughout the year
- Help coordinate post-secondary planning workshops, college information nights, financial assistance awareness, and FAFSA completion initiatives
- Update school report card (profile) to highlight and communicate annual achievements
- Meet with college, career, and military representatives to keep up to date on current options and requirements
- Foster an environment that helps students identify and align their God-given talents and strengths with appropriate educational and career goals

SOCIAL/EMOTIONAL SUPPORT

- Maintain confidentiality in handling school office business, crisis intervention, individual meetings with students, and small group support initiatives
- Remain available and visible to students throughout the day (before, during, and after school as time allows)
- Monitor and observe students to identify and address personal, emotional, social and educational issues; make outside referrals as necessary
- Assist with special programming to support development of positive behavior and choices

QUALIFICATIONS

- Master's Degree in School Counseling or related field
- Current ISBE Professional Educator License (PEL) with School Counseling Endorsement (Type 73), **preferred**
- Awareness, knowledge and ability to implement all applicable laws, regulations, policies, procedures and ethical standards of the school counseling profession.
- Demonstrated commitment to help create, build, and encourage Catholic culture within the school
- Passion for student success and sincere desire to develop and sustain a Christ-centered counseling model
- Exceptional interpersonal and customer service skills to effectively interact, communicate, and establish rapport with individuals within and outside of the PND community
- Ability to respond effectively to highly sensitive inquiries or complaints and maintain confidentiality
- Ability to work independently and as part of a team to achieve objectives in established time frames
- Effective knowledge of technology applications and ability to learn school specific software

PHYSICAL DEMANDS

- Work requires the ability to stoop and bend, ability to reach and grab with arms and hands, manual dexterity, and the ability to communicate with others. Work requires the ability to use a keyboard to enter and transform words or data. The employee frequently is required to stand, walk, and sit. The work requires ability to lift and/or move up to 25 pounds.

WORK ENVIRONMENT

- Position works in an office environment with moderate noise level.

TERMS OF EMPLOYMENT

- This is a full-time position through the academic year, including two weeks before school starts and two weeks after school ends.