



## **Position Description:** **School Counselor**

**Mission Statement:** Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage and commitment as they lay the foundation for their future as responsible and respected global leaders.

### **School Counseling Overview:**

A School Counselor at Oakland Catholic High School is responsible for implementing all aspects of the comprehensive counseling program that clearly articulates the standards set forth by the Association School Counselors Association (ASCA) which include academic development, career development and social/emotional development. The ideal candidate will be able to successfully interact with students, parents, administrators, School and College Counselors, and faculty on a regular basis. In addition, the School Counselor will work with Administration to enhance and further develop the program so that it adapts to student need. The position requires professionalism, excellent communication skills, flexibility and organization.

**Status:** Full-time

**Reports to:** Principal

**Minimum Qualifications:** Master's degree in school counseling; Education Specialist I Elementary and Secondary School Counselor Pennsylvania Certification; understanding of the expectations of the position and demonstrated ability to work independently in a creative and innovative fashion; current clearances to work within a Catholic school in the Diocese of Pittsburgh; a commitment to Catholic education and a clear understanding of the expectations of all constituents in a college-preparatory high school setting such as Oakland Catholic High School. Ideally, the candidate will demonstrate a genuine willingness to grow within the role and actively pursue professional growth opportunities and ways to enhance the School Counseling Department.

### **Responsibilities:**

- Meets regularly with students on caseload, both as a group and individually, to develop positive rapport as well as provide academic and social emotional counseling.
- Researches, prepares, and presents parent presentations that align with ASCA standards and school wide strategic plan.
- Planning and/or promoting programs which enhance the academic, social or emotional growth of students.
- Working with the School and College Counseling Administrative Assistant to maintain accurate files and documentation.
- Participates in a team that creates the master course schedule. Works with individual students on scheduling courses that fit their academic needs and goals.
- Maintains records for students with Individualized Support Plans and works with the Academic Support teacher and faculty to ensure that accommodations are up to date and followed.

- Articulates the curriculum of the School Counseling program of Oakland Catholic High School to students, on a regular basis through their individual and group counseling meetings.
- Develops and/or implements programs that focus on social/emotional development.

### **Requirements:**

- Clear understanding of the expectations of the position and demonstrated ability to work within a Catholic school in the Diocese of Pittsburgh.
- Appreciation and understanding of the philosophy and advantages of the all-girls, college preparatory educational experience
- Evidence that the individual is a self-starter/self-motivated, well organized, detail-oriented.
- Excellent people skills in order to represent Oakland Catholic High School with the highest degree of professionalism.
- Effective interpersonal and communication skills.
- Ability to work independently, and with minimal supervision, to fulfill responsibilities in a competent and timely manner.
- Ability to manage a variety of activities and calendars in the coordination and execution of numerous programs and events conducted in the College Counseling Center.
- Facility with computer applications, electronic newsletters, databases, email, and copier.
- A genuine willingness to grow within the role and actively pursue professional growth opportunities and ways to enhance the college counseling program at Oakland Catholic High School
- Able to plan, execute a comprehensive school counseling program based on the ASCA model.

### **Working Conditions**

- Position is a long-term substitute position at Oakland Catholic High School that will require limited evening and weekend duties for school events and as outlined within the Union contract.
- Space provided, with equipment needed to perform job. School-owned laptop also provided for work purposes.
- Commitment from the school to enhance and support the School Counseling Department.