

**OFFICE OF CATHOLIC SCHOOLS AND CENTERS  
DIOCESE OF ST. PETERSBURG**

**JOB DESCRIPTION**

**Position: School Counselor**

The counselor's position is rooted in our faith in God and the missions of the Catholic Church, the Diocese of St. Petersburg, the school and licensing/certification boards. The counselor is a professional member of the school staff who assists the administrator in the integration of school-based counseling services for the school community.

This job description is intended to serve as a model. In instances of part-time employment, it is recommended that the Administrator and the Counselor adjust the scope of these responsibilities.

- **Directly Responsible to: School Principal**

- **The Counselor shall:**

- be a Catholic in good standing

- have a M.A. or M.S. degree in Counselor Education  
and/or other counseling-related field

- have a valid state-issued certificate and/or license

- for the High School Counselor, AdvancED requirements must be met

- **Desirable experience:**

- a minimum of three years teaching  
and/or  
school-based counseling

- **Responsibilities:**

- A. Professionalism***

- 1. Develops and maintains collaborative professional relationships with community service providers in order to enhance the students' learning in the school environment.
    2. Is available for the duration of a crisis intervention within a school community.

3. Participates in activities that develop/strengthen the understanding of the Catholic Faith.
4. Maintains affiliation with professional counseling organizations.
5. Maintains continuing education credits in accordance with the respective certification/licensure boards.
6. Attends professional development opportunities (sponsored by counseling professional organizations, local educational agencies and the Office of Catholic Schools and/or Centers of the Diocese of St. Petersburg.)
7. Adheres to all Federal & State laws for reporting child abuse (verbal, emotional, sexual, and/or physical), neglect and/or endangerment.
8. Adheres to all school procedures for reporting child abuse (verbal, emotional, sexual, and/or physical), neglect and/or endangerment.
9. Adheres to the Safe Environment Policies of the Diocese of St. Petersburg.
10. Adheres to the Diocesan and State of Florida Code of Ethics.
11. Possesses ability to recognize, appreciate, and serve cultural differences and the special needs of children and families.
12. Possesses ability to develop, collect, analyze and interpret data.
13. Possesses ability to advocate and exhibit leadership in advancing the concerns of the student.

***B. Communication & Consultation***

1. Communicates with classroom teachers to assess the developmental needs of the students.
2. Adapts professional consultation to meet the needs of the parent(s)/guardian(s) teachers and /or administration.
3. Provides opportunities to parent(s)/guardian(s) to review standardized tests information in the context of the overall functioning of the student population.
4. Provides opportunities to administration/ faculty to review and analyze standardized test information in the context of the overall functioning of the student population
5. Provides information to the school community about the school-based school counseling services/activities in a variety of formats.
6. Participates actively in the early identification of atypical indicators of student's academic, social/emotional difficulties.
7. Maintains active / supportive communication with the administration.

8. Assists in development of Student Support Plans.
9. Facilitates student transitions from Pre-K thru grade 12 and to post secondary placement.
10. Coordinates professional consults, and facilitates collaboration with professional service providers in order to enhance the students' learning in the school environment.

***C. Counseling & Advisement***

1. Provides information to administration to facilitate the use of standardized test data and other appraisal information to enhance student academic achievement.
2. Provides information to parents/guardians to facilitate the use of standardized data and other appraisal information to enhance student academic achievement.
3. Provides resources to parents/guardians in a variety of situations to promote/enhance child's development.
4. Assists students with clarifying academic, social and spiritual development.
5. Provides a variety of intervention formats (individual, small and large group) to assist students in the development of skills such as decision-making, problem-solving, values clarification, self-awareness, tolerance, career planning and a positive mental attitude.
6. Coordinates placement procedures for effective/appropriate use of school resources/services.
7. Assists the student in becoming his or her own advocate.

***D. Curriculum & Instruction***

1. Enhances grade-level curriculum by providing guidance-related lesson materials compatible with the Catholic Faith and the tenets of Catholic Social Teaching.
2. Participates in the evaluation and revision of the school-based school counseling curriculum.

***E. System Support***

1. Provides support to classroom teachers by securing lesson materials to enhance guidance-related topics addressed in the academic curriculum.
2. Provides in-service training to the faculty regarding standardized testing, its interpretation and uses to enhance academic achievement.

3. Assists with the coordination of the administration of standardized achievement and placement testing.
4. Addresses issues which are potentially detrimental to student functioning in a timely manner with the administration.
5. Participates in the formulation of pre-referral/referral process for medical/psycho-educational assessment.
6. Assists in the implementation and monitoring of Student Support Plans.
7. Organizes and integrates the pre-college guidance and counseling component into the whole school guidance program
8. Remains available to the Crisis Intervention Team within the system of schools and centers of the Diocese of St. Petersburg to provide support to schools/centers at time of emergencies.
9. Participates in school-based training and in-service opportunities provided by the school and the Diocese of St. Petersburg.

***F. Other duties as deemed necessary by school administrator.***

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2. \_\_\_\_\_
3. \_\_\_\_\_

Revised/ Approved: May 2009