

Diocese of Sacramento JOB DESCRIPTION

School: Sacred Heart Parish School

POSITION STATUS: P/T

POSITION: School Counselor

SCHEDULE: days vary

CATEGORY: non exempt

SUPERVISOR: Mercedes Hollcraft, Principal

JOB SUMMARY: The school counselor respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The school counselor will aid the principal and faculty as an advocate for students' well-being, and as a valuable resource for their educational advancement. The school counselor will listen to students' concerns about academic, emotional or social problems, implement the school mission and philosophy, follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Sacred Heart Parish School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The School Counselor will provide support to the students, staff and parents of the Sacred Heart School community.

General Responsibilities:

- Assess emotional well-being of students referred for services
- Make needed referral as warranted by any clinical assessments
- Collaborate with faculty, parents and outside providers (i.e. physicians, therapists, psychological, occupational speech, etc.) when appropriate
- Set up programs or lessons on how to teach students about emotions, self-esteem, bullying, anger management and other self-growth topics

MINIMUM QUALIFICATIONS:

Education: Master's degree in clinical or counseling psychology
PPS, preferred but not required
Licensed by Board of Behavioral Sciences

Experience: Five years counseling with families, couples, individuals, adolescents and children

Skills / Knowledge:

Practicing Catholic with general knowledge and understanding of the Catholic Church
Confirms knowledge of the Sacred Heart Parish School mission
Demonstrates excellent written and verbal communication skills
Establishes rapport, works independently and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

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