



# St. Augustine Catholic School

67901 Howard St. Richmond, MI 48062

Phone: 586.727.9365

Fax: 586.727.6502

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## **Part time School Counselor**

St. Augustine Catholic School is looking for an experienced and qualified school counselor. This position involves supporting all students' mental health, social skills, spiritual, and academic success. An employee at St. Augustine Catholic School embodies the principles of the school's philosophy and supports the mission and vision of the school by promoting the Catholic faith and the teachings of the Church and witnesses this faith through personal example. We seek dynamic and energetic candidates passionately committed to Catholic education.

**Please send resume, credentials, and letter of intent to:**

**Emily Lenn, Principal, at [admin@staugustinecatholicsschool.com](mailto:admin@staugustinecatholicsschool.com)**

**DUTIES:** Areas of responsibility include: designing, developing, implementing and evaluating a comprehensive school counseling program that addresses students' academic, spiritual, and social/emotional development. This involves both direct and indirect student services.

### **Social and Emotional Support**

- Advises and counsels students regarding academic, educational, and short-term social and emotional problems.
- Remains universally accessible and gets to know every student for whom they are responsible.
- Provides individual student planning and responsive services to support students and their families regarding academic and social-emotional matters.
- Consults, facilitates, and maintains communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations.
- Provides feedback and recommends appropriate action and solutions to individual student's academic and social-emotional needs and abilities.
- Identifies students who may need targeted or intensive services, and coordinates with behavioral health specialists when necessary.



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- Assists students/parents in understanding school policies and procedures.
- Provides brief counseling to address social and emotional concerns and appropriately refers students to behavioral health specialists.
- Communicates, coordinates, and collaborates with behavioral health specialists on developing and implementing student supports.
- Supports and attends appropriate student activities and events.

## **Academic and Behavioral Support**

- Coordinate with Richmond Community Schools - Speech and Language Pathologist, Social Worker - to implement student IEPs.
- Partner with Richmond Community Schools to discuss and plan for the needs of students of concern.
- Monitor, evaluate, and report on the progress of students with accommodation plans and IEPs.

## **Basic Qualifications:**

- Minimum bachelor's degree in School Counseling, Children's Psychology, Social Work or equivalent.
- Must have a strong commitment to Catholic education and model behavior in accordance with St. Augustine Catholic School's mission and philosophy.
- Excellent communications skills including written and verbal.
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be able to manage multiple tasks simultaneously
- Proficiency in the use of computer technology including word processing and the use of Google Drive and related technology; ability to maintain confidentiality
- Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance
- Understand and abide by the Archdiocese of Detroit contract for employment and the specifications it contains regarding the expectations of a Catholic school employee.