



ST. BERNARD SCHOOL

251 East Bridge Street • Breaux Bridge, LA 70517-5027

Office: 337-332-5350 • Fax: 337-332-5894

JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Guidance Counselor

Summary: The full-time Guidance Counselor is directly responsible for the oversight of the guidance curriculum, individual student planning, and responsive services of St. Bernard School's counseling program. The full-time Guidance Counselor conducts individual, group, and classroom lessons to assist in the development of positive well-being, decision making ability, coping skills, and personal goals and the overall social-emotional development of the students.

Supervisor: Reports to the Principal and Assistant Principal

Supervision Given: Students

Responsibilities:

- Works to establish and maintain open lines of communication with students, parents, community and other school personnel
- Support teachers in developing and delivering classroom guidance activities and lessons based on the school's guidance counseling curriculum
- Take a lead role in the creation and implementation of SBS Jr. High Small Groups
- Guide individuals and groups of students and parents to plan, monitor, and manage a student's own personal and social development
- Speak with parents of students who are struggling throughout the day – by phone or in person
- Strives to maintain and improve professional competence
- Attends and participates in faculty meetings
- Participates in parent conferences pertaining to academic, attendance or behavioral concerns.
- Demonstrates commitment to the goals of Catholic Education

Guidance

- Help to curate the guidance program designed to allow students to voice concerns without fear of punishment or judgment.
- Counsels students on both a routine and periodic basis.
- Work with students on an individual basis in the solution of personal problems stemming from home and family relations, peer relations, school performance, health and emotional development
- Lead conversations and conflict resolution between students, teachers, and parents
- Organize events to develop student sensitivity to social issues
- Report on student well-being to the administration
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Academic

- Active member of the Needs Assessment Committee and participates on the Pupil Appraisal team.
- Monitors student performance quarterly, including parental contact for failing students.
- Assesses students periodically to determine progress and assists with interventions.
- Analyze student performance in class and identify sources of problems.
- Serves as a liaison person between the teacher and the parent in solving academic problems or concerns.
- Help the student cope constructively with the demands of the educational environment and attain satisfaction from his/her chosen curriculum and activities.
- Assists in record keeping and compiling school reports.
- Accepts share of responsibility for curricular activities as assigned.
- Works with teachers and intervention personnel to schedule and manage interventions to students.
- Serve in any other manner which is deemed necessary by the principal.

The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by supervisory personnel.

Qualifications:

1. Practicing Catholic in good standing with the Church
2. Masters in mental health counseling or guidance counselor, preferred
3. Effective organization and communication skills
4. Ability to work cooperatively with others

Working Conditions, Physical Requirements, and Environment:

1. Efficient in current technology, such as Google Platforms and Microsoft Office, and be willing to learn and implement programs used by SBS
2. Ability to be on ones feet or sit on the floor for extended periods of time
3. Ability to monitor outdoor activities

Initial _____

Date _____