**St. Mary’s Academy**

**Employment Posting**

**Job Position: Lower School/Middle School Counselor**

**St. Mary’s Academy Overview:**

St. Mary’s Academy, located in Englewood, Colorado is Metro Denver’s premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary’s Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary’s Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to lifelong learning that St. Mary’s Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary’s Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary’s Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

**Job Description:**

The Lower and Middle School counselor builds relationships with students, faculty, parents and the greater community to support the social and emotional needs of students. As a member of the St. Mary’s Academy community, the counselor embraces the school’s mission and the four Loretto School Values of faith, community, justice and respect. Skillful communication skills are essential in this position and involve timely contact of parents, teachers and students as situations dictate, a keen capacity to handle difficult conversations, attendance at select parent-teacher conferences, and support of admission and retention of students. A trusted capacity to maintain confidentiality while ensuring essential information is shared to support students in need. Active participation in the Association of Independent Schools counseling group is expected.

**Major Duties and Responsibilities:**

**Specific to Lower School (JK-5)**

With a willingness to laugh and learn, in the Lower School (LS), the Counselor:

* Develops, schedules for and leads special programs, activities, assemblies, and classes that address the following areas among others: collaboration, leadership, coping skills, social media skills, anti-bullying, and avoidance of substance abuse.
* Attends grade level meetings, faculty meetings, and student support accommodation meetings.
* Coordinates individual meetings with students and parents to exchange information and make recommendations for serving the needs of students. Provides counseling referrals as necessary.
* Organizes and facilitates psychoeducational groups for students as needed.
* Attends professional development sessions with faculty in order to enhance understanding of the LS program.
* Schedules regular time in each classroom to teach the social emotional curriculum, *Second Step.*
* Leads the coordination of the Human Growth and Development Lessons for 4th and 5th grade students.
* Monitors individual students' progress for the purpose of identifying issues and taking appropriate action for increasing success and well-being.
* Works with the instructional specialist to administer screening tests such as DIBELS and the DRA, in addition to other assessments as needed.
* Develops and monitors student behavior plans, learning support plans, and accommodation plans.
* Interprets testing data from outside sources including a wide variety of special education testing, medical reports, etc.
* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit, including recess and lunch times.  Also may attend occasional field trips.

**In the Middle School (MS 6-8), the Counselor:**

* Researches, develops and renews in collaboration with the MS principal and the diversity liaison a social-emotional learning (SEL) program that includes speakers, resources applicable in Community Action Teams and other classes, and pertinent measurement tools.
* Coaches and counsels individual students encountering social and emotional challenges in school, and in collaboration with the MS principal and learning liaison, offers outside counseling referrals.
* Organizes and facilitates psychoeducational groups for students 6-8 as needed.
* Attends grade level and faculty meetings
* Attends one or two overnight trips with MS teachers and students, spirit week activities and other social events to establish relationships and gain knowledge and understanding of MS community life.

**Qualifications/Requirements:**

Education and qualifications should include the following:

* Master’s degree from an accredited college or university in School Counseling, Counseling, Social Work or related field
* Registered as a Psychotherapist with DORA
* Licensed Professional Counselor or Licensed Clinical Social Worker (Preferred)
* A sense of resonance with the St. Mary’s Academy mission.

**Salary/Benefits:**

Salary is commensurate with experience. This is a full time, exempt, salaried position with benefits.

**How to Apply:**

Interested candidates should send, via email (no phone calls please), a cover letter with references, resume, and salary requirements to:

**Bill Barrett-Academy President**

**bbarrett@smanet.org**