



ST. AGNES  
ACADEMY  
for GIRLS

ST. DOMINIC  
SCHOOL  
for BOYS

*The Dominican*  
COMMUNITY *of* SCHOOLS

**Job Title:** Upper School Counselor Position

**Department:** Upper School Counseling

**Contract Period:** 10 Month (Starting August, 2021)

**Reports to:** Director of Counseling

**Job Summary:**

**Essential Duties And Responsibilities:**

1. Foster the mission of the school in the tradition of the Dominican Sisters of Peace, in conjunction with Administration.
2. Work in conjunction with the faculty, administration, parents, students, and trustees in making decisions that will further enhance the mission and purpose of the school.
3. Advise and guide students regarding social, emotional, academic and career counseling, as well as short-term social and emotional challenges, test interpretation, and referrals.
4. Build a positive rapport and collaborate with staff, students, parents, administrators, and community members.
5. Facilitate meetings between teachers/students/parents.
6. Assist students in fulfilling their Personal Engagement Plan.
7. Maintain a Power School Learning Page to facilitate communication and information.
8. Assist students and parents in understanding school policies and procedures.
9. Support and attend appropriate student activities and events.
10. Exhibit excellent oral and written communication skills.
11. Work well with others as a collaborative member of the Counseling Team.
12. Perform other duties as coordinated with the Director of Counseling.

**Desired Qualifications:**

- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.

- Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators, and other staff, including the ability to discuss topics which may be sensitive.
- Working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results.
- An appreciation of and commitment to single-gender education, diversity and serving the needs of a diverse population.
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- Flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity.

**The successful candidate should meet the following requirements:**

- Master's Degree in Counseling
- Minimum of 3 years of school counseling experience
- Learning Specialist licensure

**Candidates should email a completed application and their credentials (cover letter, resume and a list of references) to Dr. Joy Maness, the Dean of the Upper School, [jmaness@saa-sds.org](mailto:jmaness@saa-sds.org). The position will remain open until filled.**

St. Agnes Academy–St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

St. Agnes Academy-St. Dominic School is a Catholic, independent school in Memphis, Tennessee, inspired by the Dominican pillars of Study, Prayer, Community and Service. We have a supportive, familial school connected by a warm, welcoming atmosphere. The school, which offers both single-gender and co-educational programs in grades PK2-12, is committed to growing well-balanced students, mind, body and spirit, in a supportive faith-filled environment.