

ST. AGNES ACADEMY
1851



ST. DOMINIC SCHOOL
1956

4830 WALNUT GROVE ROAD • MEMPHIS, TENNESSEE 38117
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Job Title: St. Agnes Academy School Counselor Grades K-8

Department: St. Agnes Lower School and Junior High

Appointment: Full Time

Contract Period: 11 months

Reports to: St. Agnes Academy Dean

Job Summary:

The school counselor is responsible for applying his or her skills in mental health, learning, and behavior, to assist students in succeeding academically, socially, behaviorally, and emotionally. Partnering with families, faculty, school administrators, and other professionals, the school counselor will help to create a nurturing learning environment that strengthens connections between home, school, and the community through ongoing communication.

Essential Duties and Responsibilities:

- Recognize and support the unique Catholic, Dominican Mission of St. Agnes-St. Dominic by living out the four pillars of Study, Prayer, Community, and Service
- Contribute to the school community by attending school events, leading a club, coaching an academic team or other initiative(s)
- Engage in professional learning, including co-planning, department meetings, grade level meetings and other learning work
- Build strong, lasting relationships with students, inspiring them to hold themselves to a high standard of academics and character
- Through observations and input from colleagues, identify those within the school population in need of social-emotional support; provide counseling to these students routinely and as needed
- Provide counseling, instruction, and mentoring to students upon the request of families and/or school administration
- Establish and maintain a process for counseling referrals and related documentation, including student progress
- Provide appropriate referrals to families, meet with families and participate in family conferences, as needed
- On a regular basis, coordinate, plan, and organize guidance classes that promote wellness and resilience by reinforcing communication and social skills, problem-solving, anger management, self-regulation, self-determination, optimism, and organizational skills
- Utilizing both counseling and classroom teaching skill sets, design and deliver culturally relevant prevention and intervention programs for students, faculty, and families
- Provide counseling support with a focus of student growth during the disciplinary process
- Lead and/or attend Student Services meetings to share student performance data, determine next steps regarding an action plan, and maintain relevant documentation
- Maintain professional associations within the national and local community to facilitate appropriate school programs and a network of referrals for the SAA-SDS community
- Routinely monitor and respond to email and phone communication through the summer months in order to support students and colleagues
- Support the SAA Dean in the creation of academic schedules, as well as schedules for events
- Increase academic achievement by assessing barriers to learning and determine the best instructional strategies to improve learning

- Serve as SAA testing coordinator
- Assist in the analysis of data to support in student outcomes and school community improvement
- Assist in crisis situations by providing leadership and/or direct services
- Establish a safe and inclusive environment where students feel comfortable taking risks through self-discovery, collaboration, and community engagement
- Provide consultation to administrators, faculty, staff, and families regarding student wellness
- Maintain a current database of mental health service providers and act as the liaison between the school and outside professional support
- Implement, monitor and evaluate student's Learning Plans to accommodate students working closely with the Learning Specialist

Special Duties Assigned:

- Programming support for after school events
- SAA Tribute and Graduation co-coordinator with 8th-grade team