



SAINT EDMOND'S

A C A D E M Y

School Counselor

The St. Edmond's Academy school counselor provides a comprehensive counseling and guidance program for elementary school students; consults and collaborates with teachers, parents, and staff to enhance the effectiveness of the counseling program; assumes the critical role as advocate for the social, emotional, and mental development of each student. The elementary school counselor reports directly to the senior leadership. Performance and contract are evaluated formally on an annual basis by the Principal and Head of School.

Major Responsibilities

- Develop and implement age-appropriate and constructive developmental experience for students.
- Meet with students individually to discuss social, emotional, behavioral or other general concerns
- Coordinate processes for evaluating students with specific or special academic, social, or psychological needs.
- Collaborate with the School Nurse, Andre Program Coordinator, and Student Conduct Coordinator to ensure students' wellness needs are met.
- Create a comprehensive student wellness program.
- Review all student applications that include educational and psychological testing reports.
- Liaise with appropriate outside professional counselors to support students' psychological and psychosocial needs.
- Communicate with families to create home-to-school partnership for students who need socioemotional support.
- Guide and counsel groups and individual students through the development of personal, social, and educational plans
- Collaborates with teachers, staff, and parents to support student wellness.
- Coordinate the standardized testing process for all students
- Lead the high school admissions counseling process for seventh and eighth grade students.
- Demonstrates a capacity for professional growth.

Qualifications: Masters Degree in Counseling or related field.

Interested candidates should send a cover letter and resume to the attention of
Dr. Michael Reichert '98 via employment@stedmondsacademy.org

Saint Edmond's Academy is a community of families, educators, and partners inspired by the values of the Gospel. In the Holy Cross tradition, we are committed to the education of young boys from Early Childhood through 8th grade. Incorporating contemporary thought with individualized instruction, a challenging 21st century curriculum, and a focus on the core values of heart, mind, hope, zeal, and family, Saint Edmond's Academy develops boys of character in a community of faith.