



## EDUCATE † ENGAGE † EMPOWER

**Job Title:** St. Elizabeth School is currently accepting applications for a **School Counselor**

**Responsibilities:**

- Promote the mission of Catholic education by integrating Catholic identity into the school's counseling program
- Demonstrate a thorough understanding of and remain current in all school counseling practices
- Aid in the academic achievement, personal/social development, and career counseling of students
- Adhere to the Ethical Standards for School Counselors as outlined by the American School Counselors Association (ASCA)
- Establish relationships and work collaboratively with the faculty and staff, families, and local agencies as advocates for the students and the school
- Exercise leadership initiative through effective research, planning, communication, and implementation
- Maintain an up-to-date and effective record-keeping system
- Oversee the planning, supervision, and administration of Advanced Placement, PSAT and SAT testing in compliance with The College Board
- Reports to the Director of School Counseling

**Qualifications:**

- College counseling experience preferred with relevant knowledge of college admissions and application process
- Personal counseling with the ability and foresight to follow through with outside referrals
- Commitment to work and establish and maintain college connections
- Ability to plan and facilitate guidance curriculum through classroom teaching
- A commitment to the values of the Catholic faith
- Excellent communications skills: both written and verbal
- Demonstrated organizational skills with an emphasis on meeting established deadlines

**School Mission:**

St. Elizabeth School in Wilmington, Delaware is a Diocesan school, inspired by the teachings of St. Benedict and rooted in Catholic faith. We foster spiritual development, academic excellence, responsibility to self, and service to others in grades Pre-K3 through 12.

**How to Apply:**

Please send resume and letter of interest to St. Elizabeth School or submit via email to Patrick Jordan at [pjordan@viking.pvt.k12.de.us](mailto:pjordan@viking.pvt.k12.de.us).