



Saint Frances Cabrini School and Holy Angels School Position Description

Position Title: School Counselor
Compensation: Based on annual Archdiocesan personnel survey and personnel committee recommendation
Status: Full Time
Department: School

Primary Function of This Position:

The School Counselor reports to both Principals at Saint Frances Cabrini School and Holy Angels School. The School Counselor will be responsible for being proactive with students and staff in instruction, appraisal, counseling, collaboration, and referrals while adhering to the Catholic Faith.

Major Responsibilities and Regular Activities:

- Develop and maintain a constructive and ongoing rapport with children and parents
- Create and implement lesson plans that are fun and educational for the students
- Collaborate with other teachers to ensure that the school fosters an environment that is inviting and nurturing for every child
- Provide social and emotional support to students in the areas of child and adolescent development.
- Contact and stay connected to parents to assist them in the understanding of and constructive participation in their child's progress.
- Deliver reports on potential concerns about students to administration as needed
- Manage a schedule that provides equity to both schools
- Building students' knowledge of their development through a lens of virtue

Skills and Knowledge Required:

- Master's Degree in School-based/Guidance Counseling.
- Certified by the Wisconsin DPI with License 7054 School Counselor or certifiable according to NCA standards for the position assigned.
- (If not certified, must have an educational plan, approved by the administration, outlining the steps toward certification with a target completion date. The plan must be on file with the administration.)
- (preferred) In full communion with the Catholic Church
- Collaborative attitude
- Strong communication skills

Supervision: This position reports to both principals.

Preferred Start Date: Upon Hire

Please submit cover letter and resume via email to Principal Will Waech wwaech@wbparishes.org and Anne Weise weisea@haswb.org

This position description is intended to describe the general nature and level of work being performed by the person(s) assigned to this position. It is not intended to be an exhaustive list of all responsibilities, activities, and skills required of the job and people in the job.