

Job Responsibilities of Guidance Counselor at the 4-6 Campus

- Serve as a resource for teachers, students, and parents in dealing with students who have emotional, behavioral, or psychological issues that impact learning and/or the classroom environment
- Organize information for all new students (appropriate documentation- immunizations, physicals, etc.); Assist with student placement
- Liaison with public services, public schools, community resources that would assist parents in helping their children
- Collaborate with K-3 Campus counselor to ease the transition of 3rd graders to the 4-6 Campus
- Collaborate with OCMS counselor to ease the transition of 6th graders to the middle school.
- Create individual plans for students as needed and follow up to ensure that plans are being implemented
- Keep a list of students who are targeted for behavior issues and check in on these students regularly
- Develop and plan guidance lessons based on issues students deal with and present monthly lessons to each class
- Keep appropriate documentation of student observations, parent meetings, teacher contacts, phone calls, emails, etc.
- Assist principal and teachers by monitoring: INow Gradebook, SeeSaw, Facebook, 4-6 Website, and Planbook- teacher newsletters
- Design and maintain a blog to keep parents informed of activities going on in the Guidance Program as well as to give parents resources and links to current issues
- Counsel students with failing grades to develop a course of action for improvement
- Assist with the RTI process for behavior referrals
- Act as Religion Department Chair- oversee faith based activities throughout the year (prayer days, advent, lent, Catholic Schools Week, penance services, special prayer services- living rosary, faculty prayer day, CREDO certification, Celebrations Team, etc.)
- Plan and develop ILP for sixth graders
- Mentor and supervise ACES Crusaders Program for sixth grade leadership
- Organize and plan workshops/program for parents, students, and teachers concerning issues that affect our school community
- Serve as interim for principal when the principal is out of the school building
- Supervision duties (cafeteria, before, and after school)
- Other duties as assigned by the principal