

School Counselor – Owensboro Catholic Middle School

Owensboro Catholic Schools is seeking applicants for a School Counselor at OCMS. The ideal candidate would hold a Master of Arts or Rank 1 in School Counseling and have a passion for working with adolescents. The candidate must be a practicing Catholic in good standing with the Church. More specific job functions and a calendar of events are available on request.

Essential Job Functions

- Counsel individual students and small groups
- Provide classroom guidance lessons on current and pertinent topics
- Generate master schedule and student schedules
- Support teachers and parents with issues unique to middle school students/adolescents
- Serve as the primary point of contact for new and potential families
- Maintain strong, positive working relationships with fellow OCS school counselors as well as with those in other districts.
- Work in partnership with social services, law enforcement, counseling agencies and treatment facilities
- Understand the ethical responsibilities regarding student privacy and confidentiality
- Provide counsel that is in accord with the teaching of the Catholic Church
- Maintain confidential student records
- Help prepare and present student orientations and open houses
- Chair/Co-chair Student Council organization
- Communicate with students, parents, and other stakeholders in a professional and positive manner
- Function as a cooperative, productive team member at OCMS
- Support and uphold the philosophy and mission of the Catholic Church and the Owensboro Catholic School System.

Requirements and qualifications:

Have a passion for teaching adolescents

Master of Arts or Rank 1 in school counseling, school psychology, or social work

Must have two years of experience in a school setting

Be a practicing Catholic in good standing with the Church

The candidate must be:

- able to multitask, prioritize, and manage time efficiently
- self-motivated and self-directed with precise attention to detail
- goal-oriented, organized team player with positive attitude

Note: The successful candidate must pass criminal background check and complete safe environment training for the Diocese of Owensboro before employment can be granted

Owensboro Catholic Schools is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter brooke.hattabaugh@owensborocatholic.org or write Brooke Hattabaugh, Owensboro Catholic Schools Human Resources, 1524 W Parrish Ave, Owensboro, KY 42301. Resumes will be accepted until filled.