

**ERIE CATHOLIC SCHOOL SYSTEM**  
**JOB TITLE: GUIDANCE COUNSELOR**  
**REPORTS TO: PRINCIPAL**  
**POSITION STATUS: FT AND EXEMPT**

**Position Summary:**

The individual in this position is responsible maximizing every child's academic and spiritual potential through engaging learning experiences and the Gospel values of Jesus Christ, in a welcoming and safe learning environment. They oversee the social, emotional and behavioral climate of the school, managing student behavior and addressing the needs of students in an age-appropriate manner and any other related duties.

**Required Qualifications:**

- Bachelor's degree in counseling or related field
- Pennsylvania Teaching Certificate as a School Counselor or School Psychologist
- A minimum of three years of counseling experience in elementary/middle school
- Clearances required for school personnel
- An appreciation for and understanding of the social, emotional, educational, and developmental needs of elementary/middle school children

**Desired Qualifications:**

- Practicing member of the Catholic Church, living the Catholic faith in both words and lifestyle.

**Essential Functions and Responsibilities:**

- Working individually and with small groups for Social Emotional Learning, and facilitate problem-solving skills/conflict resolution in line with Catholic faith and morals
- Providing counseling (group, individual), as necessary
- Assisting with conflict resolution and anger management
- Assisting in developing positive behavioral intervention strategies
- Serving as liaison between parent, teachers, learning specialists, outside professionals and administration as needed, regarding strategies to assist students
- Helping to insure that policies and procedures support non-biased assessment and program planning activities in line with Catholic doctrine
- Assisting parents in accessing and utilizing school and community resources
- Providing staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior
- Providing emergency consultation as needed, especially during a crisis
- Providing crisis intervention and behavior management.

**Performance Skills/Job Competencies:**

- Strong collaboration skills
- Excellent verbal, analytical, writing, communication and organizational skills
- Ability to work in a team-oriented, environment
- Experience in social, emotional, and behavioral management techniques.
- Experience with students who present with behavioral difficulties or developmental challenges
- Personality should project enthusiasm, professionalism and a high level of credibility

- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures
- Demonstrate strong communication and interpersonal skills with students, parents, colleagues and community members

**Work Environment:** This job operates in a school. Incumbent must be able to stand for extended periods of time.

**Physical Demands: (% of time)**

Standing: Frequently (>80%)

Sitting: Occasionally (<20%)

Lifting: 0-20lbs. Frequently (>80%); 20-50 lbs. Occasionally (<20%); Over 50 lbs. Rarely (<10%)

Travel: Rarely (<10%)

Pushing/Pulling: Often (30-60%)

Manual Keying/Data Entry: Daily (<20%)

**Property and Confidentiality Requirements:**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

**Note:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**I, \_\_\_\_\_, the applicant, by applying for a position with the Erie Catholic School System of the Diocese of Erie, understand that if eventually employed by the Erie Catholic School System, I agree to ongoing training (commensurate with the position) regarding Catholic moral and social teaching. I agree that employment may be terminated if my actions or public statements cause scandal to Erie Catholic School System or the Diocese of Erie, are contrary to or hold up to ridicule the teachings of the Catholic Church, or interfere with my responsibilities as a staff member at a Catholic School.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_