

ARCHDIOCESE OF SAN FRANCISCO
All Souls Catholic School
JOB DESCRIPTION

Title: School Counselor
Reports To: Principal of School & Pastor of All Souls Parish
Office/ Dept: Department of Catholic Schools
FLSA Status: Part time, Non Exempt (8 hours / week)

ESSENTIAL FUNCTIONS:

- Provide services that enhance academic performance.
- Design strategies and programs to address problems of adjustment.
- Consult with other educators and parents on issues of social development and behavioral and academic difficulties.
- Coordinate with teachers and the South San Francisco School District when students need psychological-educational assessments for the purpose of identifying special needs.
- Provide individual counseling for individuals and / or classes as needed.
- Coordinate intervention strategies for management of individuals and schoolwide crises.
- Cover recess / yard / or lunch duties as needed

QUALIFICATIONS:

- Be able to use Microsoft Word, excel, and powerpoint.
- Be able to use Google Word, excel, calendar, drive, and slides
- Good communication skills, both written and verbal
- Be a team player

EXPERIENCE:

- 1 - 3 years experience as a school counselor or similar role. Preferably in a Catholic School.

EDUCATION/CERTIFICATIONS:

- A baccalaureate degree or higher from a regionally-accredited college or university
- Complete post baccalaureate degree study consisting of a minimum of 48 semester units in a Commission-approved professional preparation program specializing in school counseling, including a practicum with school-aged children

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand and climb stairs, alternating as needed and sometimes for prolonged periods of time.
- Must be able to bend, pull and also reach above shoulder level.
- Must be able to lift 25 lbs.

RATE:

- \$45.00 - \$53.00 / hour

PLEASE SUBMIT RESUME, COVER LETTER AND 2 REFERENCES TO:

Joseph Ryan, Principal
All Souls Catholic School
479 Miller Avenue
South San Francisco, CA 94080
jryan@ssfallsoulsschool.org

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.