



## **Temporary Position: SCHOOL COUNSELOR**

Mount Mercy Academy is seeking an energetic and dedicated School Counselor for grades 9-10. Our ideal candidate is passionate about adolescent development, committed to service and leadership in the community, and interested in exploring with students in and out of the classroom.

Interested candidates should have experience in School Counseling Education. Must have enthusiasm for a project-based learning model of integrated subjects; willingness to take training in Mercy pedagogy; and a passion for empowering young women while upholding the mission of Catherine McAuley and adheres to the core values and critical concerns of the Sisters of Mercy.

- Plans, develops and implements a program of counseling and student services within the school
- Counsels students, both individually and in a classroom setting on educational, vocational, personal and social issues
- Assesses the needs and goals of individual students
- Assists the individual student in planning and implementing educational and occupational goals
- Refers students to specialized resources and/or facilities
- Attends the Committee on Special Education meetings
- Oversees IEP's and 504 plans for students and notifies and/or meets with teachers to implement those plans
- Serves as liaison between home and school, student and teacher
- Works cooperatively with faculty, other counselors and other personnel specialists to achieve an effective counseling program
- Conducts research to determine student needs and to evaluate the effectiveness of the counseling program
- Assists in the screening and selection of incoming students
- Establishes effective procedures for student placement in appropriate curriculum
- Assists teachers in obtaining and interpreting information about students, making appropriate use of cumulative records, to arrive at appropriate educational plans for students
- Part of the Student Support Team
- Develops and carries out a comprehensive career counseling program
- Processes student applications for Mercy Learning Online
- Carries out summer school registration
- Attends school functions and extracurricular activities including Open House, parent teacher conferences and other duties as assigned
- Exemplifies the Mercy mission and core values throughout
- Conducts themselves in a professional manner as a positive role model for our students that is reflective of Mount Mercy Academy's tradition of Sisters of Mercy.

### **ADDITIONAL ROLES OF THE 9TH/10TH GRADE COUNSELOR**

- Teach students in seminar classes that meet once per cycle (icebreakers, study skills, time management, career exploration, academic success skills, social-emotional activities)
- All other duties as assigned by the Head of School

**Interested candidates should apply online and submit resume and cover letter to [employment@mtmercy.org](mailto:employment@mtmercy.org)**