



Growth. Values. For Life.

JOB DESCRIPTION

JOB TITLE: Counselor

DEPARTMENT: Lower School

GENERAL DUTIES: The counselor for students in the Montessori and Kindergarten programs and grades 1-5 provides a variety of counseling services for the children.

REPORTS TO: Director of Counseling and the Lower School Principal

SPECIFIC DUTIES:

Students:

- Assesses children who are exhibiting potential academic, emotional or behavioral problems in school or at home
- Maintains an ongoing counseling caseload or refer the family to an appropriate resource
- Maintains contact with the family and the resource to ensure consistency in services as the child progresses through school
- Provides group counseling on the basis of the needs presented by a particular group of students
- Provides individual counseling as needed
- Teaches SEL curricula to classes/grades

Communication:

- Provides parents, faculty, and school administration with insight into a child's emotional make-up and family dynamics
- Works with parents and teachers to develop a plan which will best meet the academic and emotional needs of a student
- Coordinates meetings between parents, teachers and administration
- Refers parents to local evaluators for testing and facilitate communication between school, parents, and the evaluator
- Reviews pertinent information about a student whose family is seeking admission to Ursuline
- Coordinates primary preventive services for children, parents, and staff
- Communicates daily to the Lower School Principal regarding students of concern.
- Provides parent workshops if necessary.

Work Ethics:

- Maintains confidentiality at all times regarding the Ursuline community
- Attends all required meetings and willing to perform all other duties as assigned
- Contributes by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici

- Respects, cooperates and maintains a positive attitude with colleagues (faculty and staff), students, parents and alumnae and exemplify the core values

EDUCATION: Master's Degree in counseling

EXPERIENCE: Experience in elementary counseling preferred

COMPETENCIES NEEDED:

The skills required to perform multiple technical tasks with periodical upgrade skills in order to meet changing job conditions. The ability to make presentations before groups is required and planning and managing projects. The employee will be required to prioritize, analyze situations to define issues and draw conclusions and schedule accordingly. The ability to have difficult conversations with parents around sensitive subject matter.

PHYSICAL DEMANDS:

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.

Updated: 10/2025