

The Academy of St. Louis is the only Catholic K-12 school for Special Education in St. Louis. We provide a trauma-informed approach, individualized education, and a staff-to-student ratio of 3:1. Our small size allows us to meet each student's academic and emotional needs and to prepare them for life after high school.

Title: Counselor

Employment type: Full-time, 7:30-3:30 pm, additional hours as needed

Reports to: Principal

Please send your resume to kpuettmann@acadstl.org for consideration.

Counselor

Job Summary:

- Deliver a comprehensive and developmentally appropriate program of support to students focused on developing personal and social responsibility that promotes confidence, self-advocacy, regulation, and independence.
- Collect, interpret, and synthesize information about a student's social history, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning.
- Work cooperatively as an interdisciplinary team member to devise appropriate plans for students and their families.
- Support students in (emotional) crisis to be able to re-enter the learning space.
- Connect with students and respond to their changing academic, emotional, and personal needs

Key Responsibilities:

- Develop positive relationships through weekly meetings with students as determined by individual needs and documentation in student files. (Individual counseling sessions)
- Small group counseling sessions as needed.
- Teach social skills classes/lessons to all grade levels.
- Assess the accomplishments of students regularly and provide progress reports as required.
- Monitor/ track data and assist with student behavior concerning individual rights and keeping with positive behavior supports.
- Intervene/assist with dysregulated students. (Crisis intervention)
- Maintain ongoing data of individual student dysregulation events, noting the date, time, location, precipitating cause, length of dysregulation, consequences, physical injury(s), description of aggression or verbal abuse, threats of harm to others or self, follow-up discussion with the student next day, and results.
- Participate in morning meetings each day before school, focusing on student information and the previous day's student behavior.
- Assist with developing the agenda, compiling, and setting up training for staff development days with input from the Executive Director/Principal.

- Support teachers and assistants with specific teaching/behavioral strategies to guide students.
- Assure Incident Reports are made promptly and submitted to your office according to the Incident Report Form in the Staff Handbook. Follow up on all Incident Reports until the incident is entirely resolved.
- Report threats as required in the Threat Assessment Manual to the Principal – (Kept in the Principal’s office).
- Assist staff and work with students on developing, implementing, and tracking student IDP social-emotional and behavioral goals.
- Create individual positive behavior support plans aligned with student IDP.
- Assist with calm and order in the school hallways, playground, and other areas on the school campus.
- Monitor and report staff and volunteers for discretion about confidentiality.
- Address all forms of discrimination according to the school's “Equal Employment Opportunity” Statement.
- Establishes and participates in official school ad hoc meetings and quarterly Parent/Teacher Meetings.
- Provide and document parent communication for pertinent student events during the school day.
- Knowledgeable of a student's diagnosis – cognitive, emotional, and medical.
- Knowledge of possible emergency student and staff medical needs within reason—knowledge of oxygen administration, AED operation, CPR, Epi-Pen Injection, First Aid for Hypo and Hyperglycemia, and information in the Med Binder front cover.
- Responsible for maintenance of student records as required by the state and Cognia.
- Assist with monitoring Sensory Room – staff, supplies, and appropriateness of sensory items.
- Assisting in classrooms, as needed.
- Assist with the development of school-wide behavioral expectations with the direction of the Executive Director/Principal

Required Education/License/Certification(s) and Experience:

- Minimum of Master's Degree in Counseling, School/Educational Psychology, or Master's in Social Work (MSW); preferably holds professional licensure
- A minimum of three years of experience as a counselor is required, with experience in a school setting preferred, particularly with special education students.

Benefits:

- Dental Insurance
- Health insurance
- Vision insurance