



Marian is currently taking applications for a full-time Guidance Counselor for the 2020-2021 academic year. Marian is an all-girls Catholic high school located in Omaha, Nebraska. The candidate will be part of the Student Services department in charge of academic, social and emotional counseling and overall student experience. In addition, responsibilities and duties as assigned by the Assistant-Principal and Principal. Please send resume to Susie Sullivan, Principal, 7400 Military Avenue, Omaha, NE 68134 or email to ssullivan@omahamarian.org.

Job Description

Position Title: Guidance Counselor
Department: Student Services

General Description:

Primary responsibilities include – Social-emotional, academic guidance and college counseling for 9-12 grade students.

Required Education, Knowledge, Skills and Abilities to Perform Essential Job Functions:

1. Master's Degree
2. Nebraska Teaching Certificate with a 7-12 School Counselor endorsement. Be willing to obtain Nebraska certification.
3. Ability to make plans, schedules, decisions and solve problems
4. Ability to exercise general responsibility associated with Marian High School
5. Satisfactory attendance and punctuality
6. Ability to cooperate and work as a team member
7. Ability to manage time and demonstrate organizational skills
8. Reliable, dependable and able to make good judgments
9. Ability to listen and maintain confidentiality
10. Strong oral and written communication skills with adolescents and adults.
11. Ability to manage stressful situations and respond to immediate crises.

Summary of Essential Functions: Guidance Counselor

General Duties:

- Consult with families and staff to highlight students' needs and discuss strategies necessary for improved social and academic performance
- Plan and organize classroom counseling sessions to address career, academic, and personal development issues among students

- Develop and implement school counseling programs effective in meeting students' needs

Academic counseling responsibilities:

- Develop long-range educational goals for each student
- Plan a program of learning consistent with the student's abilities, interests and goals
- Monitor the student's academic success through teacher evaluations, progress reports, parent and teacher referrals and student requests
- Facilitate the student's academic success through a tutorial program consisting of peer tutors, faculty tutors, and the Learning Services Coordinator.
- Assist students in understanding and overcoming academic problems.
- Assist with college applications and scholarship information
- Evaluate students' academic/career plans and assist them in setting realistic goals
- Prepare students for transition to higher institutions and colleges
- Assisting students with creating an academic plan for their education
- Helping students plan for college and a successful career after graduation
- Facilitate the educational program for any student whose situation necessitates absence from school for a prolonged period of time
- Register new students and facilitate the registration of current students for the following year.

Social-Emotional counseling responsibilities:

- Provide students with various opportunities to develop their self-esteem and decision-making skills utilizing a variety of resources.
- Assist students in understanding and overcoming social or behavioral problems.
- Provide drug-alcohol education all four years. Provide group or individual counseling to address the needs of students.
- Address individual adolescent developmental needs.
- Respond to students in emergency situations.
- Utilize community resources and referrals when necessary.
- Monitor and observe students to identify and address personal, emotional or social issues.
- Provide support and transition to prepare students for transition to higher institutions and colleges.
- Create and organize seminars to educate students on the ills associated with social situations they will face during their high school years.

NOTE: *The statements herein are intended to describe the general nature and level of work being performed by counselors. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.*