



## Monroe Catholic Elementary Schools

Main Office:  
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### **MCES Job Posting: School Counselor**

**Location:** Monroe Catholic Elementary Schools, St. Michael & St. Mary Campuses

**Apply to:** Please send cover letters, transcripts, certifications, three references and resumes to Kyle Kubik, Executive Principal, [kubik@monroecatholicschools.com](mailto:kubik@monroecatholicschools.com)

**Position Description:** Monroe Catholic Elementary Schools is looking for a qualified school counselor for the 2024-2025 school year. The school counselor is part of the administrative team and oversees preschool through 8th grade students. Through individual meetings and small and large group guidance activities, the counselor provides services which contribute to the students' academic and personal-social growth and development. We seek dynamic and energetic candidates passionately committed to Catholic education.

### **Essential Job Qualifications:**

- Promote the mission and vision of Monroe Catholic Elementary Schools
- Provide counseling services to students in the areas of academic and personal/social/emotional development
- Consult with administration, teachers, and parents to determine the needs of and develop student supports
- Develop, select, modify and maintain an effective school counseling program consistent with the school's missions and goals, and in keeping with the Catholic faith
- Review school data frequently to ensure the school's counseling program is meeting the academic and personal/social development of all students
- Provide guidance to student's families and make referrals to appropriate community based behavioral health providers
- Interpret psychological reports, IEPs and NSPs, and work with administration, teachers, and parents
- Create and assist teachers in maintaining student behavior plans
- Teach K-8 guidance lesson plans in the classrooms
- Mediate conflicts between students
- Remain current as to best practices and continue to develop counseling skills
- Communicate, coordinate, and collaborate with behavioral health specialists on developing and implementing student supports
- Complete additional administrative, operational, and professional responsibilities and duties as needed
- Reports to the Executive Principal
- Is in by 7:25am and stays after school until at least 3:00pm and participates in school meetings before and after school.

### **Requirements:**

- SCL School Counselor License or
- NT Counseling Endorsement for Michigan teacher-certified school counselors or
- LPC Licensed Professional Counselor credential
- Must be willing to complete Protecting God's Children, CPR, First Aid, Bloodborne Pathogens Class upon hire

Learn more about Monroe Catholic Elementary Schools by visiting: [www.mcesmonroe.com](http://www.mcesmonroe.com).