



## Immaculate Conception School (PK-6) Counselor<sup>1</sup>

### The ICS counselor provides:

- Second Step instruction/social-emotional learning support for students
- Additional support for an instructional program for all documented students with learning differences, SSTs, and when necessary: students who fall below 70% cumulative averages and students with extended illnesses
- On-going planning with classroom teachers to meet the individual needs of students
- Instructional support as needed to classroom teachers
- Other duties as assigned by the principal(s)

### Essential Duties and Responsibilities:

- Teach Second Step lessons for grades PK-6
- Work with school counselors, teachers, parents, and students to identify student needs
- Work with school counselors, teachers, parents, and students to coordinate in-school tutoring/coaching
- Attend SST meetings and attend IEP meetings when appropriate
- Collaborate with classroom teachers to address student needs
- Communicate effectively and in a timely manner with classroom teachers and parents regarding student progress
- Be an individual who lives our school mission statement and shares a love of students

### Knowledge, Skills, and Abilities

- General knowledge of activities performed by lead teachers
- General knowledge of daily routines of the classroom
- Must have an understanding of the confidential nature of working in an educational setting
- General knowledge of student handbook
- General knowledge of procedures to follow in the event of an emergency
- General knowledge of the principles of Catholic Schools of Fairbanks and administration
- Ability to motivate students
- Ability to maintain a clean and orderly environment
- Ability to perform general clerical duties
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships as necessitated by work assignments

**Reports to:** ICS principal

### Minimum Training and Experience:

- Minimum Master's degree in counseling
- Meet Alaska state certification/licensure standards
- Fulfill continuing education requirements

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<sup>1</sup> Adapted from [https://www.edjoin.org/JobDescriptions/3291/Resource Teacher Job Description .docx-20230405090543.pdf](https://www.edjoin.org/JobDescriptions/3291/Resource%20Teacher%20Job%20Description%20.docx-20230405090543.pdf)

- Employee must complete Safe and Sacred training through the Diocese of Fairbanks and pass a background check

**Hours and Salary:**

This is a 10-month position from August through May during the school year. Daily hours Monday-Friday are 7:30am-3:00pm. Salary is DOE. Benefits available.