



Assignment:	Student Counselor		
Group:	Counseling Department	FLSA Status:	Exempt
Location:	Saint Patrick High School 5900 W. Belmont Avenue Chicago, IL 60634	Terms of Employment:	10 months
Supervisor:	John Harrington, Principal, Saint Patrick High School		

Saint Patrick High School:

Founded in the Catholic and Lasallian Traditions of the Christian Brothers, Saint Patrick High School has been serving Chicago's youth for more than 160 years. Today, we exemplify and continue to grow in the 5 Core Lasallian Principles of Faith in the Presence of God, Concern for the Poor and Social Justice, Respect for All Persons, Quality Education for All, and Inclusive Community.

Originally located in the West Loop of Chicago, our modern campus is located in the Belmont-Cragin neighborhood of Chicago's Northwest Side community. Today, the passionate and collaborative efforts of the Saint Patrick community support our young men in their pursuit of Career, College, and Life readiness. We have rich traditions in Academics, Faith, Service, Tradition, Arts, and Athletics. We are seeking collaborative, motivated, curious, and mission-oriented educators who want to join our team for the 2022-2023 school year.

Students and Staff at St. Pat's are characterized by an extraordinary sense of community and shared purpose. Many graduates continue their education beyond St Pat's at top tier 4-year Colleges and Universities, and many enter the workforce or Technical and Trade schools immediately after their graduation at Holy Name Cathedral in Chicago. Our alumni include renowned business, legal, and political professionals, doctors, lawyers, trade union professionals, athletes, civil servants, and artists.

School leaders at St. Pat's share a passionate desire to support, empower, and develop the professional growth and success of our team members, during their time at Saint Patrick and beyond.

Job Goal: To create a flexible program and a class environment favorable to learning and personable growth; to establish effective rapport with students to motivate to develop skills, attitudes, and knowledge needed to provide an exceptional foundation for College, Careers, and Life after Saint Patrick High School, in accordance with each student's ability; to establish good relationships with parents & with other staff members.

Qualifications:

- Must be able to project a positive image of Saint Patrick High School to staff, students, parents and the Chicagoland community

Faith. Tradition. Brotherhood.



- Must have the ability to travel to/from Saint Patrick High School as needed
- Accredited degree from a 4-year college or university, in or related to the field of Student Counseling
- Teaching Certification and/or Masters Degree in Education ideal
- Ability to complete background check and Archdiocese of Chicago Virtus training.

Duties and Responsibilities:

1. Facilitate, guide and provide support to students
2. Support students in personal growth, citizenship, and their study of basic subject matter specified in state law and administrative regulations and procedures of Saint Patrick High School
3. Develop a Counseling management system that is organized, planned, and provides necessary modifications for special needs students as directed by supervisors
4. Maintain accurate records of student development and attendance; report those records as required by the administration
5. Establish and maintain standards of pupil conduct needed to provide a safe and secure learning environment
6. Select and request necessary instructional materials and aids necessary for the success of all students
7. Maintain professional competence through attendance at required seminars, internal team meetings and workshops, other professional activities, and if necessary graduate school
8. Communicate effectively and punctually with parents and school personnel relative to student progress
9. Participate in curriculum and other subject area committees as requested
10. These qualifications are not exhaustive and may be supplemented as necessary by the Principal

CORE COMPETENCIES

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

Physical Activity Requirements

- Routine physical activity associated with normal school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer, extensive reading.

EVALUATION: President of Saint Patrick High School and Administration of Saint Patrick High School