



ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

Job Title: High School Counselor

Reports to: Dean of Students

Status: Full Time

Date: July 30, 2026

Position Purpose:

The licensed school counselor provides comprehensive academic, social-emotional, and college/career counseling that supports each student's success and well-being while advancing the mission and values of St. Ursula Academy. The counselor partners with students, families, faculty, and administration to foster student growth, resilience, and achievement.

Mission:

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

PRIMARY RESPONSIBILITIES

Primary Duties

- Supports and promotes the mission, vision, and core values of St. Ursula Academy.
- Supports SUA's Strategic Plan and Ohio Catholic School Accrediting Association (OCSAA) process
- Adheres to and supports the Employee Manual, Faculty Notebook, and the Student Handbook.
- Contributes positively to the collaborative environment of SUA.
- Delivers programs that promote students' development of essential mindsets and behavior standards including, but not limited to, study skills, social skills, self-management skills, and career readiness skills.
- Infuses cultural competence, ethical and professional competencies in planning, organizing, implementing, and evaluating the comprehensive school counseling program.
- Responds to student/parent requests within a timely manner.
- Completes other duties as assigned by the Administrative Staff.

Student Support and Counseling

- Build meaningful relationships with students to support individual academic, social/emotional, and personal development needs.

- Provide individual and small group counseling
- Monitors student academic performance, attendance and well-being, developing a support plan when needed.
- Communicate with students, parents, faculty and administration regarding students' needs.
- Uses appropriate responses and a variety of intervention strategies to meet the needs of the individual, group or school community before, during and after crisis response.
- Supports the continuum of mental health services, including prevention and tiered intervention strategies, and collaborates with community mental health providers to enhance student success.
- Fosters family and community partnerships to support the social/emotional and academic development of all students.
- Provides preventative education and skill building along with counseling for students during times of transition, separation, heightened stress, and critical changes.

Academic Planning

- Assists students with course selection and the scheduling of classes.
- Reviews graduation progress and academic records annually.
- Facilitate academic testing, including standardized assessments, AP exams, accommodations, entrance assessments and makeup term exams.
- Collaborates with faculty, staff, and administration in the analysis of academic and assessment data, to support student success
- Participates in Freshman and JA registration nights.

Student Transitions and Programming

- Coordinate programming that supports students transitioning into high school.
- Provide ongoing transition support for new and transfer students to promote successful integration into the school community.
- Develop and facilitate Social-Emotional Learning (SEL) programming that promotes resilience, healthy relationships, self-awareness, and decision-making.
- Deliver classroom guidance and programming related to study skills, career exploration, goal setting, and future planning.
- Provides HIB training to faculty and staff.

Collaboration and Community

- Fulfills OCSAA action steps to achieve school goals.
- Collaborate with the College Counselor to support students in post-secondary planning.
- Mentors new school counselors, when necessary.
- Teams with Faculty to assist with student academic, social, and emotional concerns.
- Serves on the Student Services Team, which also includes Administration, The Learning Commons professionals, and the Intervention Specialist to assist students who are struggling.
- Supports the Admission's Team by welcoming shadows, being flexible during Visitation, and preparing for Open House.

Professional and Spiritual Development

- Participate in student retreats, including Senior Retreat, to provide support and strengthen student

relationships.

- Pursues professional development for institutional and individual goals.
- Submits completed Annual Action Plan and Individualized Professional Development Plan.
- Attends Faculty Meetings, Department Meetings, Retreats, and In-Services.

QUALIFICATIONS

- School Counselor License required
- Master's degree in School Counseling or related field preferred
- Demonstrates ability to design, implement, analyze, and document outcomes of a comprehensive school counseling program based on national and state standards.
- Knowledgeable and skilled in addressing social and emotional issues such as conflict among students, parent concerns, ADHD, grief, divorce, anxiety, difficulties with self-regulation, depression, self-harm, suicidal ideation and learning differences and disabilities.
- Knowledgeable and skilled in supporting students who struggle academically.
- Ability to teach organization, time management, calendar planning and other executive functioning skills in a positive and friendly way, in groups as well as individually.
- Willingness to lead parent meetings, speak to classes and present at school-wide events.
- Passion for Ursuline education as it is described in the writings of St. Angela Merici and lived at St. Ursula Academy with its traditions and beliefs
- Abides by the American School Counselor Association's [Ethical Standards for School Counselors](#) (updated 2022)

Personal Characteristics:

- Eagerness to build relationships by greeting students before school, mingling with students at lunch and being present to students throughout the day.
- Energetic, relational, and student-centered
- Strong communication and public-speaking skills.
- Strong interpersonal and group skills including excellent listening, humor, tact, intuition, keen observation and confidentiality.
- Organized and proactive, with attention to detail
- Collaborative and team-oriented
- Flexible and able to manage multiple priorities in a dynamic environment

Rate of Pay: Commensurate with experience

Contact Information: Please apply online at St. Ursula Academy's website: [SUA Careers \(toledosua.org\)](https://toledosua.org)