



Our Mission: To transform the lives of students who have a commitment to achievement and whose families demonstrate financial need.

Job Description: School Counselor

This position works under the direction and supervision of the school Principal. This position will perform the following duties (listed below) and other duties that may be assigned by school administration.

Daily hours- 7:30 a.m.-3:30 p.m. (unless otherwise specified by supervisor); occasionally, there may be late nights or weekends.

Day-to-day responsibilities include but are not limited to the following:

- Supports the Nativity mission.
- Coordinate networking and partnerships of Enrichment Programs.
- Maintain the health, safety, confidentiality, and well-being of the Nativity Students.
- Maintain and submit all necessary documentation in a timely manner
- Organize and plan sessions for enrichment throughout the school year
- Responsible for creating student schedules and rotating enrichment assignment
- Coordinate and implement community outreach programs
- Metro United Way BLOCS- attend meetings and meet deadlines and requirements
- Attend all staff meetings
- Other duties as assigned by school administration

Job Description: School Counselor

Responsibilities include:

- Advocate for every child and mobilize family, school, and community to support commitment to academic achievement.

- Coordinate counseling services for students and families, including group sessions to support social and emotional learning.
- Work with families to remove barriers that Nativity families may be experiencing that affect student learning.
- Help parents access information and resources available in the community.
- Develop and distribute a list of resources that Nativity families could benefit from
- Coordinate family activities for Nativity students and families, such as Family Fun Nights, etc.
- Manage Paula's Pantry to ensure donations are processed, and goods are distributed.
- Create and oversee a clothing closet to support families in need
- Maintain United Community database for referral services throughout the community
- Attend internal and external meetings related to community resources/support
- Other duties as assigned by the school administration