Summary
St. Margaret’s School is seeking a self-motivated and team-oriented School Counsellor to provide social/emotional support and teach within the Career Education Program. The School Counsellor will work closely with other Counsellors, Principals, Residence Staff and the Management Team to help all students develop skills in the areas of personal and social growth.

The Counsellor will provide individual and group counselling services, and consult with students, parents, teachers and other school and community personnel to assist in meeting the needs of students. The Counsellor works as an integral part of a multi-disciplinary team using methods and findings of psychology and psychological theories to increase the well-being of students. The Counsellor is also expected to be comfortable teaching in the classroom.

FTE

0.60 – Regular (22.5 hours/week)
0.20 – Temporary (7.5 hours/week) from September 1st, 2020 – June 30th, 2021

✅ Evening work might be required

Salary
Commensurate with placement on the SMS Tutorial Salary Grid

This is a bargaining unit position, in the Professional Employees Association

Job Duties include

• Collaborate with the Student Services team to collectively meet the needs of our learners
• Initiate and coordinate school-wide counselling activities
• Serve as primary contact for at risk students seeking counselling services for personal and socio/emotional needs; undertake initial intervention strategies and refer to school and community resources as appropriate
• Work as part of a multi-disciplinary team: (1) internally with Student Services staff, school nurses, and school doctor; and (2) externally with social workers, health visitors, health nurses, occupational therapists and physiotherapists or any other involved professionals
• Assist parents and teachers in understanding and responding to developmental levels of students
• Assist teachers with the integration of guidance activities into the curriculum/ classroom
- Work with Student Services colleagues to assess needs, set goals, and formulate a plan of action and program evaluation
- Follow up individual and group counselling to monitor students
- Document measurable progress and observations
- Collect and analyze behavioural data and communicate results to the team
- Participate in transition planning for students
- Seek input from teachers and staff to make decisions about the school counselling program
- Serve as a liaison between the school/family/community
- May assist in the planning, organization, and supervision of social events, field trips, sports and other activities
- Collaborate with support personnel within the school
- Adhere to the ethical standards of the counselling profession
- Follow the laws, policies and procedures governing school programs
- May on occasion be required to perform other related duties as assigned

**Requirements**

**Education and Experience**

- BC Teacher certification
- Minimum 4-year bachelor’s Degree in counselling or a related field
- Master’s Degree preferred
- Minimum 3 years of counselling experience in an educational setting or social service agency where one of three years may be internship
- Experience working with children/youth experiencing social/emotional difficulties
- A second language would be considered an asset

**Work Conditions**

- Work schedule may include weekdays, evenings and weekends
- Interacts with students, family members, staff, visitors and government agencies
- Some travel may be required
- Busy school setting, fast-paced environment
- Intermittent physical activity including walking, standing, sitting and lifting
- Lifting or moving up to 10 lbs may be required

Interested candidates are invited to submit an application package by email, which includes a covering letter, curriculum vitae and professional references, quoting the **Posting #2021001**.

Human Resources  
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