

GUIDANCE COUNSELLOR (SECONDARY SCHOOL)

Date of Posting: March 23, 2018	Closing Date: April 5 , 2018
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MAIN FUNCTION:

In the SNP-STEAM Academy, students earn a high school diploma, an industry-recognized college diploma, and gain relevant work experience in the technology field of study. The school creates a seamless program for students to acquire the academic, technical, and workplace skills and knowledge that employers need.

Under the supervision of the SNP-STEAM Academy Principal, the High School Guidance Counsellor will implement and oversee a high school guidance program that provides students with a safe and non-judgmental way to voice their concerns or worries, develop strategies for self-regulation, and resolve conflicts.

CORE RESPONSIBILITIES:

The duties of this position will include, but are not limited to the following:

- Assist school administrators and educators with planning and carrying out school related programs and events
- Work with staff to analyze student performance and behaviour in the classroom to provide guidance and identify potential problems
- Learn about students backgrounds, personal situations and career objectives to better serve them
- Help students develop academic plans in accordance with their skills, talents and strengths
- Work collaboratively with the school nurse and other supportive staff
- Facilitate crisis intervention and prevention programs
- Communicate with teachers, parents and administrators on an ongoing basis about behaviour and academic matters

QUALIFICATIONS:

Education and Experience

The successful applicant should have:

- Bachelor’s Degree in Social Work, or related field
- Experience in a Guidance Counsellor or other Counsellor role
- Experience working with secondary students an advantage
- Excellent communication and organizational skills
- Ability to balance administrative and support services efficiently
- Applicants of Indigenous ancestry will be given preference

Criminal Record Check

The Guidance Counsellor will be required to provide an original Criminal Background Check – Vulnerable Sector Screening that is satisfying to the employer prior to the first day of work at SNP-STEAM Academy, and an Offence Declaration that is satisfactory to the Employer by August 31 of each year in which he/she is employed by Six Nations Polytechnic.

Salary:

This full time position (37.5 hours/weekly) The salary will depend upon incumbent’s combined qualifications and experience.

Application Procedure:

Applications will be accepted until the position is filled:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three (3) professional, community, and/or academic references.**

Above application materials can be sent to the attention of: Aaron Hobbs, Principal

Email: aaron.hobbs@snpolytechnic.com Please put “**Guidance Counsellor**” in the subject line.

Or

In a sealed envelope mailed or hand delivered, clearly marked “Guidance Counsellor” to:

Six Nations Polytechnic Inc.

2160 Fourth Line Road,

PO Box 700

Ohswegen, Ontario N0A 1M0