



DONAHUE ACADEMY • THE CATHOLIC, CLASSICAL SCHOOL OF AVE MARIA PARISH

4955 Seton Way, Ave Maria, FL 34142 • donahueacademy.org/contact • 239.842.3241

JOB DESCRIPTION

Title: **School Counselor**

Position: Ful-time

Location: Donahue Academy, Ave Maria FL

Reports to: Principal

OVERVIEW

Donahue Academy is the parochial elementary, middle, and high school of Ave Maria Catholic Church, which serves more about 2,000 households through liturgy, evangelization, formation, education, and ministry activities. Donahue Academy provides a faithful Catholic, classical education, including a robust athletics program, to children from Pre-Kindergarten to Grade 12 in an authentically Catholic, tight-knit community environment. At Donahue Academy, we believe that the pursuit of the transcendental realities cannot be separated from Christ, the source of all truth. It is only in the context of our allowing God His due place, according to the teachings of the Catholic Church, that an authentic and rigorous liberal arts education is possible. Our academically excellent school has waiting lists in nearly every grade and the highest scores in the Diocese of Venice. With the next phase of our campus expansion underway, we have an expected enrollment of 625 students for the 2026-27 school year.

POSITION DESCRIPTION

The **School Counselor** supports the school's mission by collaborating with various constituencies to offer comprehensive counseling interventions to support the academic, social, and emotional needs of students.

RESPONSIBILITIES

- Offers comprehensive school counseling program that meets the needs of students academically, socially and emotionally, following the ASCA model.
- Provides individual counseling to help with normal developmental patterns of behavior and achievement; addresses specific behavioral, social and emotional issues which impede performance and functioning.
- Offers developmental counseling groups and other activities for grade levels throughout the year.
- Consults with faculty and provides resources to teachers in their facilitation of instruction.
- Assists in developing academic and behavioral plans.



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- Assists in implementation, delivery and analysis of all school-wide testing programs.
- Participates in staff and parental meetings to discuss student academic, emotional and social development plans and strategies for improvement.
- Provides opportunity for teacher and parent education programs; assist families with school-related issues.
- Provides referrals when necessary, in conjunction with the parents and in consultation with the teachers and principal to special programs and specialists such as psychologists, service agencies and physicians as needed.
- Other duties assigned by the Principal.

CREDENTIALS, SKILLS, AND EXPERIENCE

- Minimum of a Master's degree from an accredited college or university in School Counseling.
- Excellent written and verbal communications skills is required.
- Current 5-year renewable Professional Florida Educator Certificate, or a 3 or 4-year non-renewable Temporary Florida Educator Certificate, or eligibility for certification is required.
- Understanding and knowledge of Catholic pedagogy (i.e., Gravissimum Educationis) is preferred.
- Ability to manage a flexible schedule and work with students across grade levels in reading, writing, math, and sometimes social skill development, as needed, is preferred.
- Openness to being formed in school curriculum and concepts is desired.

ADDITIONAL REQUIREMENTS

- Must be a practicing Catholic.
- Must demonstrate a caring and patient disposition.
- Must have a love for children.
- Must abide policies and procedures as set forth in the Diocese and Donahue Academy Employee and Family handbooks.
- Willingness to undergo FDLE Level 2 background check.
- Must demonstrate strong planning, organizational, and communication skills.