

School Counselor / 1st grade teacher aid

St. James Lutheran School

2101 N Fremont

Chicago, IL 60614

(773) 525-4990

St. James is a Lutheran Elementary School (grades PreK - 8th grade) located in the Lincoln Park neighborhood of Chicago. We are seeking a full-time employee that will be a School Counselor .5 and a classroom aide .5 for the 2019-2020 school year. There will be opportunity for a full-time School Counselor position (1.0) succeeding years. Applicants must be physically and emotionally healthy, poised, punctual and enthusiastic. They must communicate effectively and work well with others. In addition, they should demonstrate a love for teaching young children and serving families in a Christian school, as well as an ability to articulate the mission, vision and spiritual beliefs of St. James as well as adhere to all policies and procedures..

Primary Responsibilities - school counselor

- Provide social and emotional support for students and teachers
- Develop, organize and manage a school-wide counseling program
- Co-facilitate group sessions
- Provide crisis support to students
- Assist in conflict resolution and mediation process between students
- Connect families with community-based resources and services
- Assist with behavior modification issues across PreK-2; may include creation of behavior charts/contracts, plans and help supervise/monitor rewards. Create visuals for classroom teachers or individual students
- Responsible for coordination of special services including bi-annual meetings, communication to families, coordination of service providers, and title funding

Primary Responsibilities - aide position:

- Maintain regular and open communication with classroom teacher to discuss lesson plans, children's progress and discipline.
- Work with students individually, in small and large groups following lesson plans of the lead teacher.
- Handle minor discipline problems through Positive Discipline.
- Assist in preparations including copying, distributing materials, setting up activities and preparing documentation.

Requirements

- Bachelor's degree required, Master's degree preferred
- Excellent oral and written communication skills
- Experience working with students with behavioral and emotional challenges
- Experience working with young children
- Certified or willing to become certified in CPR/First Aid
- Willing to obtain a TB Test and fingerprinting
- Monday through Friday from 8:15am to 3:30pm

To apply, please send a resume to:

Sheri Meyer

Principal

St. James Lutheran School

office@stjames-lutheran.org