

**Kells Academy**  
**6885 De Maisonneuve Blvd. W.**  
**Montreal, Quebec H4B 1T1**  
**Tel: (514) 485-8565**  
**Fax: (514) 485-8505**

## **Guidance Counselor**

Kells Academy, a private English school, is seeking an enthusiastic High School Guidance Counselor who has experience working with students with learning difficulties. The ideal candidate is experienced with psychoeducational assessments so as to translate the information for teachers, students and parents so as to optimize the learning experience. Familiarity with the high school curriculum is an asset. The counselor will also work in close collaboration with the administrators, staff and parents to support student growth.

As well, knowledge of post-secondary educational options is necessary in order to provide career counseling to our diverse population.

The candidate will provide short term or crisis counselling, provide counseling to elementary, middle school and high school students, and will assist in professional development for staff, organize small group workshops for junior and senior students and contribute towards a safe and caring school climate.

### **Responsibilities:**

- Interpret psychoeducational assessments for teachers, students and parents.
- Assist with Individualized Education Plan creation and update (meet/contact parents, meet with teachers and students, write objectives and strategies)
- Communicate with parents (re: assessments, IEPs, academic plans, progress, strategies, etc.)
- Update resource follow up folder (daily/weekly basis): keep an ongoing document regarding student progress, issues, plans, emails, etc.
- Review resource report cards (read comments, verify modified/adapted program)
- Maintain confidential files for all students
- Participate in staff and department head meetings
- Provide students with career and educational counseling. Offer career exploration workshop for senior students. Organize CEGEP information sessions for parents and students; direct support for grade 11 students through the entire process- educate/inform/decision making; one on one support for actual application procedures.
- Consult with elementary, middle school and high school staff regarding student's learning and behaviour.
- Work in close cooperation with the Admissions Dept.
- Provide short term therapy /counselling
- Lead small group workshops for socioemotional development
- Lead case conferences with parents and administration
- Support Residence supervisors with strategies to support a safe and caring space
- Coordinate with "external" resources ie psychiatrist, social worker, psychologist other counsellors
- Establish professional contacts with post secondary personnel (CEGEP and Universities in Quebec)

### **Qualifications**

- Graduate degree in educational counselling
- Membership in professional order
- Experience in a high school
- Strong English language skills
- Working Knowledge of French

Please submit your letter of application and curriculum vitae to:  
[zavaglia@kells.ca](mailto:zavaglia@kells.ca)

