



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

## **Guidance Counselor**

Kells Academy is seeking an enthusiastic Guidance Counselor who has experience working with students with learning difficulties. The ideal candidate will be able to analyze psychoeducational assessments and offer practical teaching strategies to the teaching staff. As well, the candidate will provide counseling to elementary, middle school and high school students, which include international students.

The candidate 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:**

- Manage student confidential files
- Read student files and psychoeducational assessments
- Share information from psychoeducational assessments with teachers
- 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 confidential cheat sheets (student diagnosis and accommodations) for quick teacher access
- 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)
- Participate in staff and department head meetings
- Administer and interpret cognitive ability tests (WISC)
- Provide students with career and educational counseling (CEGEP, grade 12, vocational career options)
- Provide short term therapy /counselling
- Offer career exploration workshop for senior students
- 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
- 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 procedure
- Establish professional contacts with post secondary personnel (CEGEP and Universities in Quebec)

### **Qualifications**

- Undergraduate degree in education or a relevant field of study
- Knowledge of cognitive ability tests

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

**Guidance Counselor**  
**Kells Academy**  
**2018-2019**