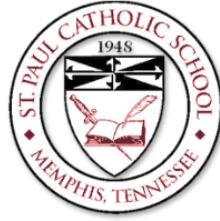


St. Paul Catholic School fosters the development of the whole child in an academically challenging environment based on Catholic doctrine and virtues, and empowers children to make a positive difference in the school, community and world.



Spring 2025

To prospective St. Paul Catholic School teachers:

“I can do all things through Christ who gives me strength,” writes Saint Paul in his famous letter to the Philippians. Saint Paul’s spirit is alive today in Whitehaven, which has been a home for St. Paul Church and School for over 70 years! We have held strong, with the strength that comes from Christ, as we have grown our outstanding academic program. I am so proud of the St. Paul Panther Spirit which animates our school faculty, families, and alumni, and continues to move us forward with dogged determination and dedication! I want to invite you to be a part of the vibrant teaching mission of Catholic Education found in the halls of St. Paul.

St. Paul Catholic School is a light in the Whitehaven community, serving PreK3-8th grade students from our parish and the broader Whitehaven and Southaven communities. The successes of the last several years have been instrumental in advancing our mission of Catholic Education in Whitehaven:

- 2020 marked our first 8th grade graduation in 30 years!
- Steady enrollment growth,
- Implementation and steady integration of a STEM program,
- Development of an engaged Parent Advisory Committee,
- Development of an engaged Alumni Advisory Board,
- Increased teacher collaboration and internal team structures,
- Inclusion of a full-time Advancement Director on our staff,
- Steady integration of one-to-one devices for the student body,
- Integration of Google for Education technology in the classrooms,

We are looking for mission-driven, faith-filled, creative, flexible, and dedicated teachers to join our Panther family as we partner with parents to form the lives of our students in the St. Paul Whitehaven and Southaven Communities.

In Christ,

Sister Mary Lawrence Wright, O.P.

Principal

**Saint Paul Catholic School
Ministry of St. Paul Catholic Church
Catholic Diocese of Memphis
Memphis, Tennessee**

St. Paul Catholic School
Guidance Counselor Job Description

Salary Range: \$50,000 - \$66,000

Job Summary

Position is responsible for creating a guidance program for preschool through 8th grade students that addresses pertinent topics based on the American School Counselors Association Standards that promote academic, personal, and social growth and development. The Guidance Counselor will also assist the administration in managing student testing and federal resources/funding. He or she must be able to incorporate Catholic identity and mission into all aspects of their work with students, parents, and teachers. This position comes under the direct supervision of the parish pastor, school principal, and his or her designees.

Essential Duties

1. Create guidance programs in line with the teachings of the Catholic church.
2. Assist school administrators and educators with planning and carrying out school-related programs and events.
3. Analyze student performance in the classroom to provide guidance and identify potential problems.
4. Provide classroom, individual, and small group guidance regarding academic success, career development, safety and wellness, and social and emotional learning.
5. Establish trusting relationships with St. Paul Catholic School students, parents, and teachers.
6. Communicate with students, teachers, parents, and administrators on an ongoing basis about behavioral and academic problems.
7. Coordinate entrance testing for prospective students.
8. Coordinate standardized testing and other testing resources.
9. Support students in their efforts to meet the requirements of the Student and Parent Handbook for St. Paul Catholic School.
10. Supervise students in assigned out-of-classroom activities during the working day.
11. Participate in faculty committees and the sponsorship of student activities.
12. Model nondiscriminatory practices in all activities.

Other Duties

1. Maintain professional competence by attending faculty meetings, staff development programs, curriculum development meetings, and other professional activities.
2. Participate in various student and parent activities which occur during and after school including Home and School meetings, student clubs, and after-school activities.
3. Create an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers as appropriate for the guidance department.
4. Work positively and cooperatively within the Administrative Team to complete multi-discipline and school-wide activities.
5. Meet the requirements of the teaching contract.
6. Perform any other related duties as assigned by the principal or other appropriate administrator.
7. Report any circumstances of child abuse or neglect directly to the Tennessee Department of Human Services as instructed during staff training.

Minimum Qualifications:

Must possess a bachelor's or master's degree in psychology, education, or a related field. Must be eligible for or possess appropriate certification. Complete a graduate degree with an approved preparation program in school guidance and counseling or currently enrolled in an approved program for school guidance and counseling. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public. Experience working with grade school students is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of the basic teachings of the Catholic Church.
- Knowledge of child development, learning, and behavior.
- Able to manage student behavior.
- Able to communicate effectively in both written and verbal form.
- Able to work well with others in a school community.
- Skill in handling multiple tasks simultaneously.
- Skill in job appropriate technology.
- Skill in critical thinking and planning.

Working conditions:

- Required to manage moderate levels of stress.
- Required to work a minimum of a school day.
- Required to work in standard school conditions.

Mental/Physical Demands:

- Required to lift or carry supplies, textbooks, furniture, and equipment at a minimum of 35 pounds.
- Required to maintain composure and avoid inappropriate displays of emotion.
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak daily.
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather.

All employees must adhere to the Diocese of Memphis code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees. Tasks or assignments may be added or removed from the job description by the pastor or an administrator at any time, without prior notice.

Please contact for more information:

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