

# Breck School Job Description



**Title:** Upper School Counselor

**FLSA Status:** Exempt

**Reports to:** SST Department Head and Upper School Division Director

**Effective Date:** October 15, 2018

## **Background**

The role of the Upper School Counselor is to provide direct and indirect counseling services to students, faculty, and parents in support of student growth and development. The ideal candidate would also be willing and able to teach ninth grade health. The counselor serves in a collaborative role with the Upper School administrative team, the Student Support Team (SST), and the PE department (if teaching health).

## **Essential Duties and Responsibilities**

- Provide individual counseling to students and families.
- Collaborate and provide support to the Upper School Director, Assistant Director, and Grade Deans as they work with students and families.
- Organize and facilitate small groups for students (social skills, friendship, family change, conflict resolution, grief/loss, drugs and alcohol), as needed.
- Provide consultation to faculty, administration, and parents.
- Provide referrals to outside agencies (when appropriate).
- Serve as a member of Student Support Team.
- Teach grade nine health in collaboration with the PE Department.
- Provide developmental guidance lessons within grade level.
- Maintain confidential student files.
- Provide and assist with crisis intervention.
- Facilitate and participate in parent education programs.
- Attend school meetings and workshops.
- Perform other duties as assigned.

## **Competencies**

- Strong communication, organization, and problem-solving experience
- Knowledge of adolescent development and health related topics
- Eagerness to work in a highly collaborative team of student centered school leaders

## **Education and/or Experience**

- Master's degree in counseling, social work, and/or psychology
- Minimum five years school counseling experience preferred

## **To Apply**

Submit letter of interest, resume and two letters of reference to:

Breck School  
Attn: Human Resources  
123 Ottawa Ave N  
Golden Valley, MN 55422