

## SCHOOL COUNSELOR, UPPER AND MIDDLE SCHOOL



**Department:** Administration  
**Supervisor:** Director of US (primary), Director of MS  
**Job Type:** Full-Time, 12 month position  
**FLSA Classification:** Exempt

**Position Purpose:** Serve as a trusted resource for students in grades 6-12, families, faculty, and staff in the areas of social, emotional, and mental health issues. Provide strategies, learning opportunities, and direct and indirect support services that promote and enhance student success in academic outcomes and navigating daily life challenges.

### Essential Functions:

- Actively support the mission of Oak Hall School
- Pro-actively address the social-emotional needs of Middle and Upper School students
- Adhere to the ASCA [Ethical Standards for School Counselors](#)
- Be a visible, engaged member of the school community, actively developing and fostering relationships within the school's constituency, with particular focus on relationships with the Middle and Upper School students
- Provide brief solution focused school counseling to students in grades 6-12, either one-on-one or in a group setting
- Provide mental health crisis assessment and management, including referrals as appropriate, for students in grades 6 – 12, and to the greater school community, as needed
- Maintain accurate records of student counseling, referrals, parent interactions, and any contact with outside agencies, in accordance with FERPA, and professional standards
- To the degree possible and appropriate in a school setting, preserve and protect confidentiality for students and families dealing with mental health issues
- Participate in team meetings for students of concern; take a lead role in creating and implementing a plan of action to support the student
- Serves as school liaison with Florida Virtual School, approves and monitors student enrollment, reports progress of enrolled students weekly
- Develop and oversee the MS and US advisory program, assign advisory groups, organizing the structure and content, oversee team-building component, planning and coordinating grade level bonding trips
- Develop and deliver preventative education through assemblies, small groups and classes, panel events, advisory, and peer education activities that promote and emphasize improved social-emotional well-being, educational performance, and/or conduct. These programs should address developmentally appropriate issues such as (but not limited to) bullying, organizational skills, study skills, drugs and alcohol, diversity, social media, peer pressure, family dynamics, and academic pressures and challenges
- Develop and deliver faculty and staff training/professional development related to adolescent mental health and wellness and mandatory abuse reporting
- Partner with the Director of the Teaching and Learning Center to organize, develop, and/or deliver training sessions for parents to give them information and strategies to help their children with relevant social-emotional issues
- Write a monthly School Counselor Blog for the website
- Provide individual orientation meetings for all new students/families in the Middle School and Upper School, prior to the start of school
- Cultivate and maintain a network of third party specialists to refer families and students to for further servicing; partner with these specialists in developing appropriate plans for students
- Take initiative in cultivating speakers that address the social-emotional needs of Middle and Upper School students as well as promote strategies for academic success

- Responsible for the completion of surveys and other reports that are relevant to institutional benchmarking and data-driven decision making
- Seeks and participates in opportunities for professional growth and networking to be fully engaged in discovering, considering, pursuing, and implementing, as appropriate, best practices in this role
- Serve as a member of the Threat Assessment Team
- Be a role model of integrity and professionalism
- Be available throughout the workday to advise and assist students
- Meet regular attendance requirements, including attending division and other School meetings, professional days, graduation, Late Start meetings, and other required events
- Adhere to School policies as described in the Employee Handbook and other materials
- Other duties as assigned

**Qualifications:**

- Master's Degree in Counseling, Social Work or similar degree required
- Licensure as LCSW or school counselor certification preferred
- Must have experience working with adolescents in a social-emotional support, mental health, or school counselor capacity
- Demonstrated ability to provide behaviors and skills consistent with the [ASCA School Counselor Professional Standards and Competencies](#)
- Must possess strong knowledge of student mental health issues and adolescent development
- Must possess excellent judgment with the ability to approach topical issues with a keen understanding of the varied interests of all stakeholders within an independent school community
- Strong organizational skills
- Excellent interpersonal, written, and oral communication skills with a demonstrated ability, willingness, and judgment to communicate effectively and relate well to students, parents, faculty, staff, and other constituents in a school environment
- An extraordinary work ethic and the ability to accept and meet unexpected challenges with grace and a positive attitude
- A history of commitment to professional development and life-long learning
- The ability to work positively and professionally with students, parents, and faculty
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school

**Physical Requirements and Work Environment:**

- Works in a fast-paced environment and diverse array of contacts
- May work at a desk and computer screen for extended periods of time
- Ability to actively circulate throughout the diverse campus environment
- Works primarily in a climate-controlled office environment
- Works intermittently in outside weather conditions, including extreme heat and cold.
- Ability to occasionally lift, push or pull up to 30 lbs.