

## Lower School Counselor

**Job Title:** TK -2 School Counselor  
**Department:** Student Services Department/Lower School  
**Reports to:** Director of Student Services, Mrs. Joyce Harris & Head of Lower School, Mrs. Erin Harper  
**FLSA Status:** Exempt  
**PDS Status:** Staff, full-time, benefited

**Employment Opportunity:** Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Association for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time, 10.5 month, staff position beginning August, 2020

It is the primary goal of the Counseling Department to promote the development of the whole child as it relates to his/her/their social, emotional, behavioral and academic development. In order to be most effective, the counselor must collaborate and communicate with all school stakeholders to best support student needs. The counselor is an advocate for all students' success and wellbeing.

**Responsibilities:** Highly empathetic and culturally competent, the Lower School Counselor provides education and support for mental health, socio-emotional needs, wellness and any other critical issues that may impact students and the greater community. Through partnership with and referrals from faculty and staff, the counselor will build ongoing relationships with students and families. The counselor will provide individual and/or group counseling services based on their assessment and consultation with family and colleagues.

The Lower School Counselor will serve on the Student Services Team and various committees. The counselor will create and implement socio-emotional and character education curriculum for the classroom setting. They will create and execute student, faculty, and parent programming as dictated by school and community needs. Additionally, the counselor will collaborate with the Assistant Head of Lower School to plan and implement essential Lower School programming.

The Lower School Counselor will collaborate with the Student Services Team to support students who are placed on academic and behavioral probation. The counselor is expected to attend all Lower School meetings, departmental monthly meetings, and any other applicable meetings that should arise.

The Lower School Counselor is a part of the Student Services Department. The Student Services Department meets and works in consultation and support of all divisions and the entire school community. Department members are responsible for upholding the legal and ethical codes as dictated by State law and professional standards. All school counselors are expected to maintain confidentiality and adhere to policies, procedures and protocols as dictated by Providence Day School. Above all, as a member of the Providence Day School community, the Lower School Counselor, along with all faculty and staff, embrace the school's mission and work towards promoting a positive school culture.

**Qualifications:** Seeking a dynamic candidate for the role of Lower School Counselor. Preference is given to candidates who have experience working in a school setting. This individual should be well versed in best practices including: ethical standards and confidentiality, individual and group counseling, classroom guidance lessons, self-regulation strategies, preventive and responsive services, student, faculty, and parent programming, current mental health issues, and assessing students in crisis.

Candidates should have a strong academic background and possess proficient technology skills. In addition, the candidate should have superb organizational skills, excellent verbal and written communication skills, presentational skills, and the ability to collaborate effectively as a team member.

A master's degree in school counseling, school psychology, or social work is the minimum requirement for this position. Preference given to applicants with current certification and licensure.

**Salary and Benefits:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical, dental, vision, short term and long term disability coverage.

**Application Process:** Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to:

[PDS.LowerSchoolCounselor@providenceday.org](mailto:PDS.LowerSchoolCounselor@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).