



BROWNELL TALBOT

School Counselor

Our Mission

Every student. Every mind. Every heart. Known. Inspired. Challenged.

Our Vision

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

Philosophy

We value integrity, self-discipline, and each person's inherent dignity. Our community challenges each student to endlessly strive to reach his or her potential through exploration, understanding, and development of the creative, intellectual, physical, spiritual, and social self. Through an appreciation of the United States and its role in the global community, students will become responsible leaders and stewards of their community, country, and world.

Our School

Brownell Talbot, founded in 1863, is a Nebraska state-accredited preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by AdvancED. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community.

The school counselor works directly with the director of college counseling and guidance and together they support Brownell Talbot's mission by creating a safe and caring environment and provide short-term, solution-focused counseling services for seventh-tenth grade students and families and preparing students to make well-informed decisions regarding the college process. The school counselor must be passionate about middle, secondary and post-secondary education as well as building positive relationships with students and families. The school counselor must be willing and eager to be an active member in the life of the school, which will periodically include evening and weekend commitments. The school counselor must successfully manage the varied demands and intensities of a busy office, appreciate working in a collaborative environment, and possess strength in both written and oral communication. The school counselor is a self-starter who is detail-oriented, flexible and creative, responsible and professional, and comfortable with counseling students and families during an exciting but sometimes anxious and uncertain time.

Desired Skills & Qualifications

- Conduct guidance and college counseling classes, collaboratively develop and deliver Middle and Upper School guidance curriculum, conduct individual and small group sessions, and present during evening programs in all areas of college counseling and social emotional topics for families. Curriculum and program development and instruction will be divided as the director of college counseling and guidance sees fit.
- Provide solution-focused counseling services for academic or social/emotional concerns for Middle and Upper School students and community referrals and resources to students and parents.



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- Assist with counseling students in Middle and Upper School (and their parents) in regard to the entire college selection, application, and admission procedures. The counseling load is divided based on student needs and at the discretion of the director of college counseling and guidance.
- Collaborate with the counseling team and administration.
- Ensure compliance with approved testing accommodations during in-school College Board and ACT assessments.
- Manage and utilize the Naviance Student program and train students and families.
- Coordinate on-campus college admission counselor visit calendar and attend these visits.
- Help office personnel keep accurate permanent records of students' testing and academic work.
- Perform other duties as assigned by the director of college counseling and guidance and administration.
- Support the school and its leadership.

The successful candidate must have a master's degree or provisional license in school counseling. The successful candidate will also have experience creating a collaborative environment with a range of constituent groups, such as students, families, faculty and staff, and administration from diverse backgrounds. The candidate should also possess a positive attitude, excellent written and verbal skills, strong organizational skills, and proven success within a work setting that requires collaboration, cooperation, and collegiality and be proficient in Microsoft Office suite and experience with Google Drive.

Required Qualifications:

- Nebraska Teaching Certification or NDE School Counselor Endorsement
- Master's degree in school counseling
- Experience working in a collaborative environment with a range of constituent groups, such as students, families, faculty and staff, and administration from diverse backgrounds

Preferred Qualification and Experience:

- Experience delivering a social emotional learning program
- Supportive of mindfulness education in the classroom
- Experience with American School Counselor Association National Model
- Working knowledge of student management systems and related databases.
- Nebraska Teaching Certification.
- Classroom teaching experience
- Experience with counseling middle and high school students
- Curriculum writing and facilitating of social emotional learning
- First-hand understanding of selective college admission process and independent schools.
- Technological proficiencies including, but not limited to, Microsoft Office Suite, Google docs, databases, and student management systems

Application process: Interested candidates are invited to visit brownell.edu/careers to obtain a general application. Please submit the completed application, resume, and cover letter articulating your passion for and experience with the college advising process, strengths you would bring to the position, and interest in Brownell Talbot to careers@brownell.edu.