



## **School Counselor**

**Job Status:** Full-Time

**Reports to:** Head of School

**Schedule:** School year

**Other duties:** attendance on teacher in service days; summer professional development days

### **Position Summary**

The counselor is a valuable part of the St. Paul's teaching team. He or she is responsible for all aspects of the school wide counseling program. He or she works closely with the teachers, parents, and students as consulted.

### **Major tasks & duties**

- Provide counseling and resources to students, teachers, and parents as consulted.
- Identify, build, and implement age-appropriate social and emotional support programs across grade levels.
- Teach occasional chapel lessons; be an active participant and role model during all chapels.
- Communicate clearly and efficiently with colleagues and parents both in writing and face to face as needed.
- Be available at parent/teacher conferences and to meet with parents as needed.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation, and self-discipline.
- Model competence, personal responsibility, and respect for others in every aspect of the job.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom at special events, sporting events, or in other venues.
- Provide trainings to faculty and parents in Mandated Reporting as well as other social emotional needs.
- Provide response to students needing assistance regulating.
- Partner with outside organizations to enhance social emotional education.
- Assess students and make appropriate referrals to outside counselors and organizations.

### **Minimum qualifications**

- Licensed Counselor, Master's Degree in related field (clinical designation preferred).

### **Physical demands**

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

*This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.*