

**Position Title:** School Counselor  
**Date Modified:** February 2021  
**FLSA Classification:** Exempt  
**Position Reports to:** Head of School, Upper, Middle, and Lower School Heads  
**Position Purpose:** To identify and address the emotional needs of students and to refer them to appropriate professionals if intensive long term treatment is necessary. To provide all school crisis management as needed, support and nurture faculty and parents in times of need. To emphasize prevention of addictions and self-destructive behaviors. To educate students, faculty and parents in understanding contemporary adolescent disorders and issues

**Essential Functions:**

**General:**

- Must demonstrate and support the School's *Mission*.
- Must have the ability to get along with and deal effectively with all school personnel and school families, as well as the larger business and educational community.
- Willingness to perform in a manner that reflects positively on Saint Edward's School.
- As a member of the SES team, perform all other duties as requested by the Head of School or other Administrators.

**Specific Function:**

- Act as a positive role model and able to support the Judeo-Christian values of the School.
- Supervise Lower School health and safety program.
- Perform and/or arrange for Upper School health and safety education seminars as needed and requested.
- Member of the Wellness Team in order to ensure services matching the SES Mission Statement.
- Work in conjunction with the Dean of Students to organize assemblies and disseminate important information focused on prevention/appropriate choices.
- Counsel as follows: primary prevention, secondary intervention, crisis management, individual counseling, group counseling, consultation for parents and faculty.
- Provide educational materials as necessary for students, parents and faculty.
- Must stay current with school policies and contemporary child and adolescent issues.
- Provide student leadership development (9 through 12) in peer counseling.
- Assist in activities for all school character education as requested.
- Regularly interface with teachers, counselors, coaches and others in the Saint Edward's community to identify students at-risk in in all three divisions of the School
- Monitor the progress of each new student, in a non-threatening way, to ensure long-term success.
- Whenever and wherever possible, serve as Saint Edward's ambassador to the community-at-large.
- Teach classes as assigned by the Head of School.
- Member of the Assist Team

**Preferred Qualifications:**

- A master's degree in the mental health and or school counseling field, plus experience dealing with children, adolescents and crisis intervention is required.
- Teaching experience is essential.

- The position requires strong leadership abilities, excellent communication skills, and an ability to relate well with people of all ages.
- One must have excellent time management skills, communication skills, and the ability to be well-organized.

**Physical Requirements and Work Environment:**

- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional, climate-controlled office environment