



**JOB TITLE:** School Counselor  
**REPORTS TO:** Dean of Students  
**CLASSIFICATION:** Exempt, full-time, school year position  
**START DATE:** August 16, 2021

At Marin Academy, we believe that educational excellence should push the boundaries of what is known today in order to prepare students for a world we can't even imagine tomorrow. Our educational approach inspires MA teachers and students to work side-by-side every day immersing themselves deeply in their subjects while honing the ability to think critically and creatively. And because many voices are welcomed and encouraged at MA, our students cultivate the tools they need to live their lives fully—and the inspiration to contribute as compassionate citizens to our world.

We seek a full-time School Counselor for a family leave starting August 2021 through January 2022. The ideal candidate would be an individual with a minimum of a Master's degree and current license in social work, family therapy, or psychology. An expertise in adolescent development and significant work with teens is required.

### **Job Summary**

The School Counselor oversees the general counseling environment of the school, including working with students and families. Sharing their knowledge regarding adolescent issues, they engage with faculty, staff, and administration as it relates to student support.

### ***Institutional Leadership***

- Attends weekly dean's meetings
- Consults with faculty on an as need basis regarding issues that arise in and out of the classroom
- Member of the school's Crisis Response Team
- Possesses a strong understanding of mental health and counseling, from both a neuropsychological and practical school-based perspective
- Teams with school administration to implement and support school initiatives (as they relate to counseling services) and keeps the school mission at the forefront
- Models growth mindset by fully participating in individual professional development (i.e., feedback process, workshops, conferences, retreats, etc.)

### ***Students***

- Short term and crisis-oriented counseling, making outside referrals when appropriate
- Serves as case manager for students with mental health diagnoses, including writing, updating, and ensuring proper implementation of mental health learning plans
- Reads, interprets, and translates educational testing into appropriate accommodations and/or interventions for students with mental health diagnoses
- Follows-up with students with mental health diagnoses on a regular basis to make sure they are getting the support they need as well as learning to be strong self-advocates
- Collaborates closely with the school's Director of Learning Services to manage the school's intake questionnaire process and communicates results to students and families
- Collaborates with teachers around appropriate mental-health/well-being curriculum and serves as a guest instructor in the Human Development program

### ***Parents***

- Serves as a resource for students and families on mental health/well-being and identifies potential outside resources for further education
- Fosters clear and transparent communication around school values and policy
- Makes referrals to families for professional evaluation and ongoing support
- When appropriate, coordinates evening parent education evenings each year on relevant issues

### ***Faculty***

- Serves as a resource and works to develop faculty capacity and skills in working with students with mental health issues
- Imagines, plans, and implements appropriate educational workshops/faculty professional development
- Collaborates with class deans, advisors and/or academic counselors, communicates with small groups of faculty (as needed) about students who are truly struggling and/or need significant accommodations in order to succeed
- Regularly communicates and offers counsel around students of concern with class deans, advisors/ACs, Dean of Students, parents and teachers
- Participates in End of Year Projects

### ***Professional Relationships and Outreach***

- Stays up-to-date on relevant issues with peer schools and cultivates relationships with colleagues across schools
- Develops, maintains, and cultivates relationships with local psychologists, neuropsychologists, adolescent psychiatrists, educational therapists, and counselors

- Collaborates with the learning specialists to coordinate support for students with diagnosed mental health challenges
- Collaborates with different school groups and committees (such as CAC, Diversity Council, Admissions Committee, or others) as deemed appropriate or necessary

***Additional Responsibilities***

- Manages the communication between the school, families, and the College Board and/or ACT to arrange for appropriate accommodations
- Collaborates with the Director of Learning Services
- Meets regularly with the Dean of Students
- Meets quarterly with the Head of School

Marin Academy is an independent, college preparatory high school located in the San Francisco Bay Area in San Rafael, CA with an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Salary and benefits are very competitive and are based on level of experience and education. Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer committed to excellence through diversity. For more information about Marin Academy, please visit our website ([www.ma.org](http://www.ma.org)).

Please send cover letter and resume to:

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