



JOB DESCRIPTION: Director of School Counseling

Position status: Full-time position for 210 days

Accountability: The Director of School Counseling is directly responsible to the Associate Head of School in fulfilling all responsibilities.

Nature of the Position: The Director of School Counseling provides leadership and oversight in the implementation of the Upper School Counseling program. The Director supervises the school counselors in the performance of their school counselor functions, and supervises the testing coordinator and school counseling office administrative assistant. The Director of School Counseling works to establish and maintain cooperation within upper school operations and collaborative departments, and is involved in strategic planning with the administrative team.

Job Requirements – This position requires a person who:

- Possesses thorough knowledge of school counseling policies, procedures, services, program design, delivery and management models and processes.
- Possesses thorough knowledge of the developmental needs of students, including ethnic or linguistic minorities.
- Maintains knowledge of Section 504 & IDEA legislation, policies and procedures as it relates to educational services for students.
- Maintains knowledge of career and technical education and college planning.
- Has the ability to lead and motivate staff and set school counseling office priorities.
- Maintains knowledge of technology software to support systems for scheduling and post-secondary planning.
- Maintains skills in staff and program supervision.
- Has the ability to establish strong, collaborative relationships with a diverse population of individuals and groups.
- Has excellent oral and written communication skills with the ability to speak effectively to both large and small groups.

Performance Responsibilities – The Director of School Counseling will:

- Oversee, supervise, and evaluate the work of the school counselors, helping to develop and revise a cutting edge school counseling curriculum for all students.
- Carry a partial student caseload and work continuously with the counseling teams to coordinate the college counseling process, providing a bridge between services for the school's boarding and day student populations.
- Work closely with the Associate Head and the Assistant Head for Faculty and Academic Concerns, and serves regularly on administrative leadership teams as assigned.

- Support the work of the school counselors as they assist students with their academic development and any issues that could impede their success.
- Consult with the counselors on the social/emotional components of the counseling program (e.g., issues such as DHS reports, suicide intervention, SEL).
- Act as an in-school consultant, interpreting the school counseling program to the faculty and leadership teams, and formulating goals consistent with the school's mission and policies.
- Assume responsibility, in conjunction with the Testing Coordinator, for the coordination and administration of standardized and state tests and all AP examinations.
- Participate in the observation, supervision and evaluation of faculty.
- Hold regular department meetings to communicate curriculum initiatives, share ideas and plan for ongoing improvements.
- Ensure that school counselors are involved in and aware of on-going and up-to-date professional development opportunities.
- Formulate school counseling policies and procedures in conjunction with the school counselors.
- Assist the school registrars with the final details of both international and private student credential reviews.
- Assume other responsibilities as directed by the Headmaster or Associate Head of School.

Required credentials

- Master's degree in Counselor Education with a School Counselor 6-12 certification preferred, or master's degree in a relevant field (e.g., education, counseling, psychology)
- Experience in the field of school counseling required, experience with international students a plus
- Administrative and/or supervisory experience preferred