

Upper Division Counselor
Berkeley Preparatory School
Tampa, FL

Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal affiliated, independent, college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and a myriad of co-curricular opportunities.

Upper Division Counselor

Berkeley Preparatory School seeks a full-time Upper Division Counselor for the 2022-2023 school year. The Upper Division Counselor will:

- Provide individual and small-group counseling to meet the developmental and emotional needs of students
- Establish meaningful relationships with all students in our charge through regular interactions, outside of one-on-one office meetings. Build relationships with students that transcend "reactive" student situations
- Communicate with parents regarding physical, social, emotional, or psychiatric concerns
- Refer to appropriate community mental health professionals when necessary; interview and review credentials of local professionals for possible referrals
- Communicate with teachers regarding students with special emotional needs
- Serve as a personal counseling resource for UD administrators and classroom teachers
- Serve on all-school counseling team and on the Crisis Management Team
- Coordinate Upper Division Health Support System; provide non-disciplinary pathway for addressing sensitive student health concerns

- Team-teach the ninth-grade seminar class with topics including school culture, character education, health and wellness, and academic strategies
- Participate in Division-wide and/or office-sponsored events. Plan/direct events, programs, and activities as assigned, such as grade-level retreats, class meetings, advisory, etc.
- Regularly attend after-school events to support students in a variety of activities
- Attend regularly scheduled meetings with Ad Team, Assistant Division Director, Counseling Team, Learning Support Specialist, etc.
- In addition to regularly assigned duties (parking lot, lunch duty, etc.), assist where/when needed with additional duties
- Participate regularly in continuing education opportunities; remain current in educational counseling practices
- Establish and maintain current “best practices” as they relate to student counseling. Continue to hone the craft of student counseling by participating regularly in continuing education opportunities, including, but not limited to: reading, workshops, partnerships with local counselors, etc.
- Research, create and execute new initiatives related to student counseling.
- Provide parent education on relevant topics of interest, including researching, creating, and presenting educational information to parents and families
- Be responsible for being knowledgeable about and conforming to current state and school-wide regulations and guidelines on student record
- Act as a counseling resource for Admissions Committee; interview applicants and attend committee meetings as requested
- Other duties as assigned by Assistant Division Director, UD Director, or Head of School

Compensation and Benefits:

The appointment will begin August 2022 and is a full-time position with full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons please send a resume and detailed cover letter to:

Tamsyn Caddy
 Berkeley Preparatory School
 813-885-1673
careers@berkeleyprep.org

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.