

Upper School - School Counselor Position Description 2022-2023 School Year

This position serves under the direction of the Dean of the Upper School and aids with the Upper School instructional programs, student services, and school community relations. The school counselor assumes duties and responsibilities as directed and supervised by the Dean and Associate Dean of the Upper School. Duties and Responsibilities of the Upper School Counselor may include:

- Work in conjunction with others to implement a new SEL Program during the 2022-2023 school year
- Serve as an active member of the Wellness Committee
- Work in conjunction with the LS/MS Counselor on Faculty Wellness Plan
- Complete the school schedules of all Grade 11 students
- Work with LS/MS Counselor on Training Coaches, Faculty, Staff, and Housing Parents on issues that might be related to the social/emotional needs of the students.
- Develop individual weekly counseling sessions for recommended students.
- Develop small group counseling sessions with students with common situations/issues
- Develop large group counseling sessions regarding age-appropriate issues
- Maintain student records consistent with MVA expectations and Florida law
- Maintain positive relationship with faculty, staff, students and parents
- Report to the Dean and the Associate Dean of the Upper School any concerns regarding faculty, staff, parents, students, and/or situations
- Support faculty members in helping students with social/emotional needs
- Communicate any discipline situations to the Deans of Students Office
- Utilize effective communication with members of the school community regarding issues
- Facilitate parent meetings on various student developmental issues
- Assist Upper School students in developing educational goals and planning for Upper School course selections
- Conduct and facilitate conferences with teachers, students, and parents when necessary
- Assist faculty members and/or parents in providing outside resources for social/emotional needs
- Work in collaboration and follow-up with Family Life Counseling Center, Students, and Families on any School Based Therapy needs
- Work in collaboration and follow-up with outside counselors, students, and families on any outside counseling needs
- Work in cooperation with the Director of Learning Support Services on meeting student needs
- Assist in the supervision of Upper School students from 7:30 a.m. to 4:00 p.m. when necessary

- Attend Upper School assembly programs during the school day when available
- Attend school functions such as MVA Way (Orientation), Transition Night, Open Houses, Honors Night, Baccalaureate, and Graduation
- Assist the Dean of the Upper School in school-related issues as needed