

## **TAS Lower School Counselor Job Description**

The Lower School (LS) Counselor is responsible for providing a comprehensive school counseling program that is pro-active in design, developmental in implementation and supports TAS students social and emotional development. The counselor also serves as a consultant to educators, families, and community partners. In addition to providing responsive services and individual student planning, all lower school counselors collaborate and work in tandem with homeroom teachers in flexible ways to deliver social emotional programming to all students.

The counselor is administratively responsible to the LS principal and is a member of the teaching staff. The counselor is required to hold a bachelor's degree and a master's of social work, counseling or another related field. Additionally, the counselor must have a minimum of four years as a counselor in a school setting or relevant experience with the duties and responsibilities listed below.

### **Essential Duties and Responsibilities:**

#### **Individual Student Planning**

- Utilizes responsive counseling, initiating individual and group sessions for students' personal and social concerns
- Orients new students and parents to the school, its programs, and services
- Assists in preparation for student transition out of TAS
- Serves as a member of the LS admissions committee
- Collaborates with the LS principal to evaluate new students for proper placement and places all assigned students in the instructional program
- Collaborates with middle school (MS) counselors to prepare students for the transition to MS
- Uses 80% of the time to provide direct services to students through preventative and responsive services, including individual student planning

#### **Development and Management**

- Uses data to inform the school counseling program and evaluates the program's impact on the Lower School
- Collaborates on the development of the comprehensive school counseling program with the school administrator
- Communicates and shares the goals of the comprehensive school counseling program to stakeholders including teachers, students, and families
- Maintains a written plan for the delivery of social emotional programming based on and aligned with CASEL (Collaborative for Academic, Social, Emotional Learning)
- Uses 20% of the time in development and management, system support and accountability

#### **Preventative and Responsive Services**

- Designs, implements and assesses the counseling curriculum
- Utilizes responsive counseling, initiating individual and group sessions for students' personal and social concerns
- Consults with families, psychologists and staff to assess student needs and interests and to discuss appropriate recommendations for educational options

- Plans, coordinates, and provides classroom group counseling sessions to meet the identified counseling competencies in the areas of social emotional learning
- Assesses student needs and makes referrals to appropriate school resource personnel, social agencies, and community agencies
- Intervenes during crisis situations and participates on the school crisis team
- Designs and conducts parent workshops in response to community needs
- Collaborates with faculty to deliver SEL programming

### **System Support**

- Uses responsive counseling strategies to establish relationships and collaborate with educators, students, and families
- Communicates regularly with grade level HRT to plan social emotional programming
- Assists families in obtaining services for their children through an appropriate referral and follow-up process
- Assists teachers in understanding their students, including providing and interpreting student data
- Provides preventative and responsive professional development on topics related to social emotional learning
- Responds to child safeguarding concerns

### **Accountability**

- Conducts at minimum a yearly program audit to review the extent and quality of program implementation
- Uses all available data to identify students in need and to deliver services

### **Desired Qualities**

- **Adaptability:** Excels in constantly changing environments and adapts flexibly; comfortable with ambiguity and non-routine situations
- **Commitment to Equity:** Sensitive to diversity in all its forms
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; respects and is committed to learning from others