



Upper School Counselor

Overview:

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer a coeducational learning experience to students from 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at www.summitcde.org.

Reporting to the Upper School Director, the Upper School Counselor is a faculty member who will assist students in their social-emotional development, academic growth, and help them to grow in grace and wisdom to become leaders of character. Counselors work with students one-on-one and in group settings. This position also jointly manages a small advisory group of students with the other counselor and works closely with the other advisors of that grade level to support those students and to implement our activities for that grade around character education and social-emotional learning.

Responsibilities:

- Respond to the emotional needs of students in one-on-one and group sessions.
- Partner with parents, teachers, and administrators to meet the needs of the students.
- Collaborate with the other counselors to implement social-emotional programming.
- Plan for and conduct standardized testing for students with accommodations.
- Assist students with academic planning, accountability, and/or organization.
- Teach a variety of skills including social skills, study skills, and test-taking skills.
- Counsel students with personal, social, disciplinary, and behavioral issues.
- Promptly notify appropriate authorities of any reports or suspicions of abuse or neglect.
- Collaborate with other educators, parents, and students to develop, review, renew, and/or modify education plans for students who qualify.
- Seek professional development opportunities to focus on improving student development and continued growth as a counselor.
- Mentor a small advisor group of students and implement advisement programming
- Perform other duties as assigned

Education, Skills, and Experience:

- Master's degree in school counseling
- Experience working with adolescents
- Thorough understanding of assessments/aptitude tests and ability to properly interpret results
- Excellent verbal and written communication skills
- Strong organization skills
- Be approachable and empathetic
- Proficient in Microsoft Office Suite or related software