

MIDDLE SCHOOL COUNSELOR

GENERAL SUMMARY:

Roland Park Country School is seeking a full-time Middle School Counselor. The Middle School Counselor provides short-term, individual and/or group counseling to students in grades 6-8. Roland Park's school-counseling program provides emotional, social, and behavioral support for all students. The program is designed to help students develop skills in such areas as values clarification, character education, emotional resiliency, stress management, building healthy relationships, decision-making, self-awareness, and communication.

The Middle School Counselor is responsible for supporting the social and emotional needs of students in grades 6-8, managing crisis situations, and establishing and developing a curriculum to teach wellness and life skills to students in grades 6-8. The Middle School Counselor will work in collaboration and partnership with the current Director of Counseling. The Middle School Counselor must be able to work independently and as part of a highly motivated team.

This is a 10-month position beginning in August 2023. The Middle School Counselor reports directly to the Director of Counseling and performs under the general direction of the Middle School Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides individual and group counseling services on an as-needed, short-term basis and makes recommendations for outside mental health and therapeutic support if needed.
- Identifies students in need, assesses their level of need, refers students to appropriate services, and monitors students' responses to interventions.
- Provides crisis assessment and management for Middle School students and collaborates with community mental health providers.
- Maintains high visibility within the school community and participates in the school community with other reasonable duties as assigned from time to time by the Director of Counseling or Middle School Head.
- Conducts small and large group presentations and other educational programming to students, faculty, and parents/guardians.
- Creates curriculum and teaches six to eight wellness classes that are developmentally and age-appropriate in wellness and life skill classes for students in grades 6-8.
- Understands child-mandated reporting laws and follows school policies for reporting concerns of child abuse and neglect to child protective services.
- Consults and collaborates with parents, guardians, and outside treatment providers.
- Meets regularly with the Middle School leadership team to carry out the institutional goals for supporting wellness, socio-emotional learning, and mental health.
- Consults with teachers and administrators to address concerns about Middle School students' social and emotional welfare.
- Participates and attends Middle School team meetings and grade-level meetings.
- Meets with other divisional counselors to collaborate on and assist in strategizing students' needs and programming.
- Develops, facilitates, and collaborates with the Director of Counseling on social/emotional prevention education.
- Facilitates peer education programs in the Middle School and trains Upper School students to teach wellness classes to peers in the Lower, Middle, and Upper Schools.

- Collaborates with various school teams including, but not limited to, learning specialists, grade level deans, DEI specialists, school administrators, and the Head of School.
- Serves on divisional and campus-wide committees as needed.

REQUIRED SKILLS/ABILITIES:

- Demonstrated ability to be proactive, lead initiatives and meet deadlines.
- Outstanding interpersonal skills with ability to communicate with colleagues, administrators, students, and parents professionally and with tact.
- Ability to handle a high level of confidentiality.
- Excellent organizational skills.
- Strong work ethic and high level of integrity.
- Detail-oriented and enjoys working collaboratively with colleagues.
- Values a socially inclusive environment and responds with sensitivity and awareness to the needs of a diverse student population is a plus.
- Excellent computer skills, including proficiency in MS Office (Outlook, Word) and G-Suite.

REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in School Counseling, Counseling, or Social Work; certification or state licensure preferred.
- Minimum of two years of experience working with Middle School students.
- Experience as a counselor in an independent school setting preferred.
- Experience teaching in the classroom is preferred.
- Certification in CPR/AED/First Aid required, or ability to obtain certification.

PHYSICAL REQUIREMENTS:

- Requires visual acuity to read a variety of written materials.
- Remain in a stationary position, often sitting or standing for extended periods of time.
- Repeat motion of wrists, hands, and fingers to operate standard office equipment, such as computer, copier, and phone.
- Physical agility to stand, kneel, walk, run, push/pull, squat, twist, turn, bend, stoop, reach overhead, crouch to respond in emergencies.
- Occasionally ascend and descend stairs in emergency situations.

WORK CONDITIONS

- The Middle School Counselor is a 10-month, full-time, exempt position.
- This position begins with the 2023-2024 school year in August 2023.
- It is expected that the Middle School Counselor will perform their job duties on campus and be available to work during all hours as may be assigned by the School, as well as during other hours for events and activities.
- Occasional extended hours may include evenings and weekends, as business needs require.
- As a condition of employment, all employees hired after August 1, 2021, are required to be fully vaccinated for COVID-19 and be able to provide proof of such vaccination.

BACKGROUND CHECK:

A background check (including criminal records and employment history review) must be completed satisfactorily before any candidate can begin work with RPCS. Failure to satisfactorily complete the background check may affect the application status or start of employment.

TRAVEL REQUIREMENTS

Occasional travel may be required for program related activities.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and assignments may change at any time with or without notice.

HOW TO APPLY:

Interested candidates must apply by completing the [employment application](#) and submitting a resume and cover letter to Ms. Shahad Alkubaisi in HR at askhr@rpcs.org. References may be requested after the application has been submitted.