

The Schenck School Job Description

Job Title: School Counselor
Department: Faculty
Reports to: Principal
Payroll Status: Part Time, Maternity Leave Coverage*
FLSA Status: Salary, Exempt
Revised Date: October 2023

*Our current School Counselor will be leaving for maternity leave around the middle of February 2024. Our goal is to fill her role as much as possible for the remainder of this current school year so that we can continue to meet the needs of our student population.

PURPOSE/GOALS

To assist the Principal in advancing the mission of the School, which is to build a solid educational foundation for students with dyslexia and develop their rich potential. While keeping the School's mission as the basis for decision, the School Counselor will help students manage their everyday social-emotional challenges.

PRINCIPAL RESPONSIBILITIES

- Provide counseling, instruction, and mentoring for students' social and emotional learning
- Identify and help teachers and families address emotion-driven behavior that interferes with school success
- Support faculty in their roles as advisors by providing information and resources both in and out of the classroom as needed
- Meet regularly with faculty and the Academic Team to discuss issues concerning students, to review specific interventions, and to refer students for additional services as needed
- Provide parental support and guidance related to child development and participate in parent conferences when requested
- Maintain a current and accurate referral database of mental health service providers
- Connect parents with outside therapeutic referrals as needed and coordinate with outside providers working with students
- Work with the Academic Team to define and facilitate peer support groups on a variety of topics such as diverse, family structure, divorce, grief and loss, etc.
- Collaborate with teachers to provide appropriate feedback regarding individual student progress and concerns.
- Keep detailed records and communicate therapy plans with teachers, parents, and administration
- Consult with parents, teachers and other appropriate staff regarding students' social-emotional needs and any adaptations/materials necessary to facilitate improved performance in the classroom or at home
- Provide direct services through a variety of methods as needed (e.g. classroom presentation, co-teaching in classrooms, in-services to faculty/parents)
- Counsel student individually and in groups
- Assist in the development of teacher-implemented interventions
- Assist with school-wide programs

- Provide crisis intervention with the school
- Provide referrals for external psychology agencies for conduction training programs
- Build a library of resources, including therapeutic books and games for the faculty, students and parents
- Other duties as assigned by the Head of School, Director of Academic Services or the Principal

REQUIREMENTS

- Master's degree
- 5-7 years of school counseling experience or related and/or equivalent combination of education and experience preferred
- Independent school experience a plus
- Must demonstrate strong clinical skills with K-6TH grade students
- Familiarity with a wide range of learning styles, especially a knowledge of dyslexia a plus
- Commitment to the creation and sustainability of an inclusive, equitable learning environment for all students
- Demonstrate the upmost degree of confidentiality at all times
- Must be able to work efficiently and with accuracy, exercise good judgement, make accurate and timely decisions, and be able to prioritize tasks
- Must be able to work collaboratively and communicate effectively and professionally to supervisors, peers, parents, and teachers
- Excellent oral and written communication skills a must
- Must demonstrate ability to effectively interface with students, parents, administrators, faculty and staff

QUALIFICATIONS

Must be able to perform each primary responsibility satisfactorily. Able to read and interpret documents and to write routine reports and correspondence. Must be able to communicate both written and oral information clearly. Able to apply common sense understanding and to carry out instructions furnished in both written and oral form. Able to establish appropriate priorities. Must demonstrate competency with basic word processing, spreadsheet, database, and Internet functions. Must be able to lift up to 30 pounds. Will be required to file in both low and high drawers. Requires relevant experience and educational background.

MAIN WORKING RELATIONSHIPS:

Faculty, Students, Parents, Staff, Vendors

Salary is commensurate with experience. Interested candidates should apply before December 31, 2021. Candidates are asked submit a current resume and cover letter to: Michele Santa Maria, Director of Human Resources; Email: msantamaria@schenck.org

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