



Fifth - Eighth Grade School Counselor

Job Status: Full-Time

Reports to: Head of School

Schedule: August 1st- end of school year

Other duties: attendance on teacher in service days; summer professional development days

Position Summary

The Fifth-Eighth Grade Counselor is a valuable part of the St. Paul's teaching team. He or she collaborates with the ECC Counselor and the First-Fourth Grade Counselor to ensure a comprehensive counseling program. He or she serves as the lead for social emotional teaching and learning and works closely with the teachers, parents, and students.

Major tasks & duties

- Provide counseling and resources to students, teachers, and parents as consulted.
- Identify, build, and implement age-appropriate social and emotional support programs across grade levels.
- Schedule and teach RULER and Social Institute lessons within each classroom.
- Serve as the school's liaison with RULER, helping train new faculty members using the online RULER Course.
- Teach chapel lessons; be an active participant and role model during all chapels.
- Communicate clearly and efficiently with colleagues and parents both in writing and face to face as needed.
- Attend faculty meetings (grade level, divisional, all school) to collaborate on support plans for students.
- Be available at parent/teacher conferences and to meet with parents as needed.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation, and self-discipline.
- Model competence, personal responsibility, and respect for others in every aspect of the job.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom at special events, sporting events, or in other venues.
- Provide trainings to faculty and parents in mandated reporting as well as other social emotional needs.
- Provide parent education sessions focusing on developmental milestones and other relevant parenting topics.
- Provide response to students needing assistance regulating.
- Partner with outside organizations to enhance social emotional education.
- Assess students and make appropriate referrals to outside counselors and organizations.

Minimum qualifications

- Licensed Counselor, Master's Degree in related field (clinical designation preferred).

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

Position Benefits

St. Paul's offers a salary and benefits package that is highly competitive when compared with regional public, parochial, and independent schools. Benefits include health, dental, and vision insurance, 80% tuition remission for faculty K-8 children (25% for early childhood), a generous 403(b) retirement plan, ongoing professional development opportunities, and free lunch.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.