



School Counselor

Who We Are

A faith-based independent school located in Rancho Santa Margarita, St. John's Episcopal School is committed to the full intellectual, spiritual, and physical development of students from two years old through eighth grade. Our integrated, project-based program focuses on STEAM, student engagement, character education, and leadership development in a nurturing learning environment, cultivating students who joyfully embrace lives of service and purpose.

Our Ideal Candidate

St. John's seeks an innovative, exemplary School Counselor who is deeply committed to educational best practices and who shares our vision of making St. John's the premier independent school in Orange County. This is an Academic School Year position and will report to the Associate Head of School.

The duties listed below are representative of the general duties of the role and are not an exhaustive list, as additional duties and responsibilities may be assigned.

Reports To: Associate Head of School

Start Date: August 12, 2024

Essential Functions

- Knows and applies techniques and strategies that will continue to enhance the counseling program.
- Exhibits superior knowledge of the psychological development of adolescents and has the training, background, and skills needed to provide counseling services and support for a healthy school environment.
- Understands and is sensitive to the nature and functioning of the student within the family, school, and community contexts. Has a background in classroom teaching and would excel in teaching a life skills-based course.
- Has extensive experience with various Social-Emotional Learning programs and curriculum.
- Demonstrates high moral character (as outlined in the St. John's Episcopal School Employee Handbook) who demonstrates the ability to apply and adhere to ethical and legal standards in counseling.
- Assists in maintaining congruency between the school's approved Mission Statement, the Strategic Plan and Long Range Financial Plan and all activities of the admissions department.
- Enforces and adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

Essential Tasks

- Provides services to students in the areas of academic, personal/social and career development.
- Counsels students individually and in small groups.
- Reviews school data frequently to ensure that the school counseling program is meeting the academic, personal/social and career development of all students.
- Encourages and participates in teacher/parent communication.
- Assists students in conflict resolution.
- Manages crises both within school and other external issues that may be affecting the student's behavior and academic performance.
- Provides informed advice based on review and analysis of student records.
- Participates in appropriate professional development and continuing education experiences, to maintain the highest possible level of professional knowledge and skill.
- Serves as a resource for school personnel and parents.
- Serves as the point person for the middle school advisory program. Evaluate and implement a program to meet with needs of students and parents in grades 5-8.
- Plans and implements Middle School advisory and counseling program.
- Conducts classroom guidance (Life Skills) lessons.
- Attends required school meetings and special events.

Qualifications

- Master's degree in counseling, School Psychology, or related field
- Licensed Professional Counselor or Certified School Counselor
- A minimum of 3–5 years of school counseling experience or requisite experience may be considered
- Mastery of written and verbal skills which can be utilized with multiple audiences and in a variety of situations
- Maintains current Safeguarding God's Children (SGC) and Cardiopulmonary Resuscitation (CPR) certification
- Ability to think and plan strategically and creatively
- Ability to supervise and manage multiple functions and activities
- Ability to remain calm, flexible, and work effectively under pressure
- Customer service oriented

Physical Requirements and Work Environment

- Ability to lift up to 35 lbs.
- Ability to work outdoors and in a climate-controlled environment
- Ability to be mobile up to 8 hours per day
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling

Compensation

- Anticipated salary is \$70,000–\$80,000, depending on education and experience

It is the policy of St. John's Episcopal School to conduct our relationship with employees and applicants under Title VII of the Civil Rights Act of 1964 without regard to race, color, religion, ancestry, national or ethnic origin, gender, age, physical or mental disability, medical condition, marital status, sexual orientation, political affiliation or belief or any other characteristics protected by federal, state or local laws. The employment-related provisions of the Americans with Disabilities Act (ADA), as well as the California Fair Employment & Housing Act (FEHA), apply to all employees and job applicants.

Benefits for Full-Time Employment (Information for qualified positions)

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Vacation and health leave
- Paid school holidays
- Tuition remission for children of faculty/staff

How to Apply

All applicants will need to complete the online application on the St. John's Career Opportunities web page (www.stjohns-es.org/partner-with-us/career-opportunities). All applicants are encouraged to provide supporting documentation, such as copies of degrees, teaching credentials, or other special certifications.