



**Position Title: Upper School Counselor**

**Date Modified:** March 2024

**FLSA Classification:** Exempt

**Reports To:** Director of the Center for Academic Excellence (Director of CAE)

**Position Purpose:** The Counselor is pivotal in fostering students' holistic development and well-being in grades 9-12. This multifaceted role encompasses psychosocial support, crisis intervention, and collaborative initiatives within the Upper School community. The counselor works closely with students, faculty, and parents to ensure a supportive educational environment.

**Essential Elements:**

**Psychosocial Referral Management:**

- Manage referrals for students requiring psychosocial support, ensuring timely intervention and appropriate follow-up.
- Create and share personal and academic support plans

**Consultation and Crisis Intervention:**

- Offer in-person consultation and personal support to students facing emotional, social, or academic challenges.
- Provide intervention services to address immediate concerns and ensure the safety and well-being of students.
- Provide pro-active social-emotional learning opportunities

**Partnership with Shorecrest Community**

- Collaborate with the Division head, Academic Dean, Dean of Student Life, and learning specialists to provide comprehensive support services for students, faculty, and parents.
- Offer guidance and resources to enhance academic success and learning strategies for faculty, parents, and students.

**Collaborative Programming and Professional Development:**

- Offer professional development opportunities for faculty and staff based on student well-being.

**Team Meetings:**

- Participate in grade-level team meetings as necessary to provide insights and support in addressing student needs and concerns.
- Organize, facilitate, and follow through on regularly scheduled Students of Concern meetings.

**Member of Upper School Administrative Team:**

- Contributes to the Upper School administrative team's strategic planning.
- Offers expertise and guidance on matters pertaining to student support and well-being.
- Holds an advisory class or substitute classes as needed to support students, faculty, and administration in times of need.

**Ethics:**

- Maintain and keep up-to-date professional development relating to the well-being of students and faculty in grades 9-12.

**Additional Duties:**

- Perform other duties as assigned by the Director of the Center for Academic Excellence, contributing to the school's overall mission and objectives.
- Manage, coordinate, and support the Upper School Student Mental Health Matters Club.

**Qualifications**

- A Master’s or Doctoral degree is required
- Exceptional understanding of the developmental needs of Upper-School learners
- Demonstrated expertise working on teams that include colleagues, and parents.
- Flexibility, good humor, and the motivation to work independently and as a member of a team.
- Demonstrated experience working in a diverse community and possess strong cross-cultural competency skills
- A willingness and eagerness to assist in the life of the School
- Excellent listening skills and the ability to apply them in a dynamic and fast-paced environment
- Dynamic and confident public speaker who desires to engage and inspire large groups of students and faculty.
- Supports Shorecrest’s Mission and core values

**Acknowledgment**

I understand the responsibilities and competencies of the Upper School Counselor position

Signature

Date

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