



Director of Guidance Counseling

Position Description

Community School of Naples (CSN) is seeking a full-time Director of Guidance Counseling. Under the general supervision of the Head of Upper School, the Director of Guidance Counseling is responsible for identifying and addressing student needs and concerns, providing short-term individual counseling, and facilitating group meetings targeting specific needs. He/ she must be able to help students build positive social skills, gain confidence in their ability to interact with others, and learn ways to deal with problems and conflicts constructively. In addition, the Director of Guidance Counseling will focus on implementing personal problem-solving strategies, providing preventative services, and supporting faculty and staff concerning the academic and social-emotional concerns of their students.

The ideal candidate must have genuine enthusiasm, personal warmth, and passion for developing youth while embracing the school's mission and values; must be able to work collaboratively with administrators, faculty, and parents; demonstrate knowledge of modern pedagogical principles, learning and human growth and development theory, and interpersonal, cultural, and social foundations and be committed to professional growth and participation in school events. Along with enhancing the community through involvement on committees and in student life activities, the candidate must have a strong work ethic, a high degree of integrity, and a commitment to confidentiality.

Responsibilities

- Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational and/or social contexts.
- Maintain confidentiality in relation to private matters and conversations while providing colleagues and families with the information they need to help the student.
- Maintain an accurate and current referral database for mental health service providers.
- Establish strong relationships and collaborative communication with students, parents, faculty, and administrators.
- Implement conflict resolution programs and social coaching.
- Teach and lead discussions in student workshops, advisories, class meetings, school assemblies, parent meetings, etc.
- Potentially teach elective courses focused on Health, Wellness, Psychology, etc.
- Meet regularly with parents, teachers, and administrators as needed.
- Enhance professional development programs that are relevant to the current needs of the school (ie – bullying, social media footprint, etc)
- Provide guidance on and enforce administration policies and rules governing student behavior.
- Observe students during classroom and play activities to evaluate students' performance, behavior, social development, and physical health.
- Work collaboratively with other Student Support Team members to ensure continuity of care across the school.
- Respond to any emergency needs of the school, both during and outside of school hours.

Requirements

- A **bachelor's degree in counseling** or a related field; a **master's degree** is preferred.
- A minimum of **three years of experience** in a school setting. Independent school experience is a plus.
- Current **licensure or certification**.

Compensation and Benefits

This appointment is for the 2024/2025 academic year starting with orientation on August 7, 2024, and is paid on an annual salary commensurate with experience, degree attainment, and qualifications. This position is eligible for CSN's competitive benefit package, which includes medical, dental, vision, short- & long-term disability, life insurance, 403(b) retirement program with a generous match, Aflac, and Legal Shield offerings. Additional benefits include generous time-off (academic recesses and summer) and the use of the school's state-of-the-art recreational facilities. Complimentary breakfast and lunch are served on all school days. Please visit our website for more details about the benefits of a career at CSN.

- **Fingerprinting and background checks are a required part of CSN's employment eligibility process.**
- **Community School of Naples is an Equal Opportunity Employer**