

# NANSEMOND - SUFFOLK ACADEMY

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**POSITION TITLE:** School Counselor – Main Campus  
**DIVISION:** Middle School  
**REPORTS TO:** Head of Middle School  
**FLSA:** Exempt  
**TERM:** 11 months

## **School Overview:**

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 180 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

## **Job Summary:**

The school counselor provides a comprehensive school counseling program to Middle School students in grades 6th-8th at the main campus that addresses the academic and personal/social development of all students and promotes and enhances student success. The school counseling program should align and work with the school's mission to provide an academically rigorous college preparatory education in an atmosphere fostering moral character, respect, responsibility and compassion.

## **Essential Functions:**

### **Personal-Social Growth**

Provide responsive services that consist of prevention and/or intervention activities to meet students' immediate and future needs through:

- Individual and group counseling for personal development of student on an as-needed basis
- Consultation with advisors, parents and teachers
- Referrals to outside support services or community resources
- Collaboration with private therapists

### **Academic Development**

Provide academic counseling through individual student planning, consisting of:

- Participation in parent-teacher conferences as needed
- Monitoring student academic performance and conduct a comprehensive review at interim reporting periods and semester end
- Reviewing learning plans and monitor the progress of these students. Communicate with advisors, parents and teachers
- Scheduling students for the next academic year
- Collaborating with the Head of Middle School on the unique needs of students (i.e., learning styles, personality traits, etc.)
- Serving as a member of the Admissions committee and Inclusivity & Multicultural Committee
- Maintaining educational testing files. Educate teachers regarding learning differences of students
- Coordinating the services for students with learning differences for standardized testing and apply for and provide accommodations for testing

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- Perform all other duties as may be deemed necessary by the Head of Middle School

## **School Guidance**

Activities delivered throughout the division in collaboration with other professionals to include:

- Oversee the planning and implementation of the guidance lessons for grades 6th-8th
- Assist, prepare and present an informational programs for the parents of NSA students in conjunction with other NSA school counselors and administration

## **Support and Management**

Activities that maintain and enhance the school counseling program and are reflective of the division's needs, to include:

- Collaboration with Head of Middle School and faculty to address student concerns (discipline/behavior, attendance, familial concerns, etc.)
- Maintaining open and regular communication with both of the Head of Middle School regarding student, parent and teacher concerns
- Utilization of technology to keep stakeholders informed and promote accountability and efficient/effective communication

## **Required Education / Background:**

- A bachelor's degree in education, psychology or a related field
- A Master's degree in school counseling or related degree
- Certification/licensure in school counseling preferred
- Extensive experience as a Middle School Counselor, ideally in an Independent School environment

## **Required Skills:**

- Ability to communicate effectively, orally and in writing, with all stakeholders
- Demonstrated experience using MS Office, Google Workspace in Education, student information systems (such as Blackbaud)
- Must embrace the School's mission and culture
- Ability to build relationships with students, parents/guardians, faculty and staff by creating a caring and inclusive community in which all members are respected and valued

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, Director of Finance and Accounting, at [athompson@nsacademy.org](mailto:athompson@nsacademy.org), for further consideration. Salary commensurate with experience.

*At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.*