



POSITION TITLE: School Counselor for K(4) - Grade 8
Immediate or 2025-2026 Academic School Year

Located in the heart of thriving Tampa, St. John's Episcopal School provides an exceptional education for 595 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are Empowered to Lead, Inspired to Serve. A feeling of positive energy, optimism, respect, and kindness permeates our campuses.

St. John's Episcopal School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

POSITION DESCRIPTION:

St. John's is seeking a School Counselor for K(4)- Grade 8. This is a full-time, benefits eligible position with an immediate start date or August 2025, if needed. Reporting directly to the Head of School, this individual has a strong affinity for helping children succeed, is passionate about education, and is a solution focused problem solver. He or She has expert clinical, interpersonal, and communication skills and will use these to partner with community members at all levels: students, families, faculty, staff, administrators, and outside care providers.

Responsibilities

- Lead and oversee the school-wide Responsive Classroom Program.
- Establish and maintain a cooperative relationship with faculty, staff and administration to facilitate the provision of optimum guidance and counseling services for student success.
- Support students' social-emotional development through one-on-one, small-group, and whole group instruction.
- Educate students on understanding self, strengths, and challenges through reflective conversations and activities.
- Guide students in understanding communication with peers and help facilitate conflict resolution skills.
- Provide individual intervention to improve emotional regulation strategies.
- Maintain regular contact with teachers and administrators regarding the academic, social, and emotional needs of students.
- Coordinate the psychological assessment and academic testing services of the school with the respective administrator(s), support specialists, and teachers.
- Respond to faculty requests for assistance in dealing with the special needs or concerns of students.
- Lead social-emotional learning professional development for faculty.
- Serve as the central point of contact and lead, coordinate, organize, and facilitate parent meetings.
- Gather necessary input from parents, teachers, learning specialists, guidance counselors, and other providers to prepare for parent meetings.
- Attend grade level meetings to focus on coordinating student support.
- Conduct small group student gatherings to address social skill needs and build connections.

- Conduct parent workshops and faculty training on topics related to student wellness.
- Participate in parent-teacher conferences as needed.
- Conduct interviews of prospective students and serve as a member of the Admissions Committee, reviewing applications and assisting in conducting portions of assessments, as needed.
- Keep accurate records of all counseling and guidance activities.
- Protect the confidentiality of student records and release personal data in accordance with state laws and Board policies.

Education, Certifications, and Work-Related Experience:

- Bachelor's Degree in the field of school counseling/guidance. Master's degree preferred.
- Crisis management experience, including the ability to respond effectively and calmly in unpredictable situations.
- Experience with social-emotional curriculum recommended. Responsive Classroom is a plus.
- Minimum five years counseling experience. Private, independent school experience is a plus.

St. John's Episcopal School is an exceptional work environment with low employee turnover. The school goes above and beyond to take care of its employees. The position provides a truly outstanding individual the opportunity to join Tampa's premier K(4)-8 school and truly 'make a difference' in the lives of children and colleagues. This is a full-time, salaried, exempt, 10-month position that is accompanied by a highly competitive salary and benefits package. St. John's is an Equal Opportunity Employer.

Qualified candidates are invited to submit a current resume, cover letter, salary requirements, and list of not fewer than three references to Hugh Jebson, Head of School, at hjebson@stjohnseagles.org.