



**POSITION TITLE: Part-Time School Counselor for Grades 1-4
2026-2027 Academic School Year**

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.

Located in the heart of thriving Tampa, St. John's Episcopal School provides an exceptional education for 600 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.

POSITION DESCRIPTION:

St. John's is seeking a part-time (up to 20 hours per week) School Counselor for Grades 1-4. This is a part-time position start date is August 3, 2026 and is for the 2026-2027 Academic School Year. Reporting directly to the Director of Lower Division, 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 Lower Division School Counseling 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, administrators, and parents regarding the academic, social, and emotional needs of students.
- 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, and other providers to prepare for parent meetings.
- Attend grade level meetings to focus on coordinating student support.
- Address individual student needs and refer students to appropriate community resources as necessary.
- 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.
- 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.
- Work closely with Middle Division Counselor to collaborate on student cases, align programs, and ease transition of students.

Education, Certifications, and Work-Related Experience:

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

PROFESSIONAL DEMEANOR AND CHARACTERISTICS

Model daily the conduct we expect of our students and consistently exhibit the highest standards of professionalism. Ability to demonstrate initiative, leadership, collaboration, and independent thinking. Must possess strong people's skills and emotional intelligence when dealing with students, parents, and colleagues, as well as a demonstrated understanding of and investment in the School.

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 with 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 part-time, 10-month position is accompanied by a highly competitive salary. 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 Michael Salzer, Director of Lower Division, at msalzer@stjohnseagles.org.