Position Title: **School Counselor (Leave Coverage January 2027)**
FLSA Classification: Exempt, Instructional Faculty, 10 ½ Month
Reports To: High School Principal / Director of Psychological Services

Mission

The Howard School celebrates each student, transforming the learning experience and developing lifelong strengths.

Position Purpose

The **School Counselor,** as part of the counseling team, creates and implements a proactive program of emotional and mental health wellness to support students and provides collaborative services to address students' emotional, social, behavioral, and/or learning needs. The Howard School serves students in grades K-12.

Responsibilities

- Build and nourish relationships with students in the assigned Division, including building trust and openness around self-advocacy and healthy help-seeking behaviors as aligned with the school's mission.

- Counsel students as needed for crisis intervention, conflict resolution, and brief, solution-focused individual counseling. Lead groups based on student need (e.g., social skills, peer conflict, stress management).

- Assist in the ongoing campus-wide education and implementation of restorative practices.

- Plan and implement in-services for faculty and staff on best practices grounded in current research, and plan and facilitate parent engagement and parent education.

- Consult and collaborate with teaching teams (lead teacher, assistant teacher, speech-language pathologist, literacy teacher, math specialist, specials teachers, assistive technology), parents, administration, and outside professionals to address students' behavioral, social-emotional, and learning needs.

- Conduct formal and informal classroom observations.

- Review student files and assist teachers in interpreting findings in psychoeducational reports.

- Offer learning, social-emotional, and disciplinary recommendations based on and for the purpose of meeting students' individual needs.

- Design and assist in implementing interventions, including behavioral interventions with behavioral support plans.

- Develop and implement classroom-based prevention programming related to mental health and students' social, emotional, and behavioral needs (e.g., anti-bullying, self-regulation).

- Make referrals to and collaborate with outside psychologists, psychiatrists, and other human service providers. Maintain a list of recommended outside professionals.

- Review admissions files to recommend appropriateness of fit, contingencies, and services. Participate in admissions interviews and shadow day observations as needed.

- Participate in student-led conferences, student staffing/problem solving meetings, and division-level (lower school, middle school, transition, high school) team meetings.

- Accompany classes on field experiences as needed.

- Formulate and maintain a budget for professional resources including books, games, and therapeutic toys.

- Complete any tasks as assigned by the Supervisor.

Physical Requirements

- Audible voice and adequate hearing and vision required as well as sufficient mobility and agility needed to participate in indoor and outdoor activities with children.
- Ability to lift young children if needed.

Minimum Qualifications

- Masters degree in a counseling related field.
- Minimum 5 years post licensure/certification experience preferred.
- Experience working with teachers, families, and children required.
- Experience working with children with learning differences is preferred.
- Licensure/certification, as appropriate, in given field.

Skills/Abilities

- Strong organizational and time management skills.
- Strong interpersonal skills working within a team-oriented structure.
- Ability to work both collaboratively and independently.
- Willingness, not only to support, but to actively engage in school values of (1) practicing kindness and respect (2) seeking a spirit of partnership (3) honoring one another's humanity and (4) celebrating our differences.

The Howard School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. All applicants will be considered for employment without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, pregnancy, disability/handicap, genetic information, uniform service member

status or any other protected status in accordance with applicable federal, state, and local laws, veteran or disability status.