Woodlynde School

Upper Division Counselor – Grades 7-12
(Long-term Substitute)

The role of the Upper Division Counselor is to educate and promote student well-being. This individual needs to be proactive in establishing positive student relationships and social-emotional strategies as well as reactive in responding quickly and effectively to areas of student concern.

- Collaborate with Upper Division Head, Director of Student Life, Learning Specialists, and the entire 7-12 faculty to ensure the academic success and social / emotional well-being of all students.
- Develop an ongoing working knowledge of each individual student's educational and emotional needs.
- Teach the SEL course in Upper Division, Connections, to students in grades 7-11.
- Provide support to students with identified needs/concerns individually and in small group settings.
- Develop and maintain genuine, positive and consistent communication with families.
- Provide referrals and serve as liaison with outside professionals who may serve our students.
- Serve on the 7-12 Admissions Committee and support the admissions process including assessing prospective students.
- Contribute to the campus community.
- Practice professionalism through ongoing professional development, reflection and continuous improvement.
- Other duties as assigned.

Qualifications for this position include:

- Master's Degree or Ph.D. in Psychology, Social Work, School Counseling, or related field; current Secondary School Counselor certification in Pennsylvania.
- Three or more years of relevant experience providing counseling services to children, ideally within an independent school setting.
- Extensive knowledge of current developmental, cognitive science, social and emotional learning research and strategies.
- Excellent interpersonal and communication skills.

- Ability to collaborate and work in a team environment.
- Exceptional attention to detail, with the ability to organize and manage multiple priorities.
- Strong knowledge of the ethical and legal considerations related to counseling practices.
- Commitment to the school's mission, values, and vision.
- Understand learning differences and emotional difficulties.
- Commitment to continuous improvement.
- Self-directed, proactive, intelligent, knowledge of curriculum and assessment, multi-tasker, problem solving skills, professional written and verbal communication skills, ability to connect with students with patience and compassion.
- Ability to manage stress, and self-regulate with a consistently positive attitude, strong teamwork, passionate, genuine, organized, internally motivated, service orientation, ability to reserve judgment and respond with curiosity and compassion.

Interested candidates should submit a cover letter and resume to Pamela Lasco, Executive Assistant to the Head of School, at lascop@woodlynde.org.

About Woodlynde School

Woodlynde School welcomes and serves students who learn differently and empowers them to become strategic thinkers and self-advocates in a challenging and supportive college preparatory environment. An independent, coeducational school for students in kindergarten through grade 12, Woodlynde School is located in suburban Philadelphia. Founded in 1976, the school is nationally recognized for its expertise in serving students with language- or math-based learning differences, executive function challenges, ADHD, auditory processing disorder, or a need for a small classroom environment.

Diversity Statement

Woodlynde School is committed to fostering, cultivating, and preserving a culture of diversity and inclusion in order that its students and employees achieve their full potential.

We believe that everyone's unique life experience and background adds valuable perspective to our community and that our community is stronger because of the differences represented by our students, colleagues, and families. We embrace community members of different backgrounds and do not discriminate against employees or students on the basis of race, color, creed, ancestry, national origin, sex, age, religion, or disability.