Upper School Counselor

Job Posting

Founded in 1728, Norfolk Academy is an independent, nonsectarian, coeducational day school of approximately 1200 students in grades 1-12. Located on a 72-acre campus in the Hampton Roads area of Virginia, the school for generations has prepared young men and women not only for the most selective colleges and universities in the country but also for lives of learning, leadership, and service. An honor system is central to the school's philosophy, as are traditions such as a public speaking program, family-style lunches with faculty and students sharing the midday meal together, open lockers, and daily assembly. A recently completed $68 million capital campaign has provided the school a national-caliber leadership center, a state-of-the-art athletic stadium and track, and major additions to the Lower School and dining facilities. Norfolk Academy enjoys a position among the top handful of independent day schools in the country.

Position Summary:

Tunstall Upper School is currently seeking an Upper School Counselor to support the academic, social, and emotional well-being of students in grades 10–12. Successful candidates demonstrate a strong ability to build trusting relationships with adolescents and collaborate effectively with students, families, faculty, and Upper School leadership as students navigate the opportunities and challenges of adolescence. The counselor supports students in developing confidence, resilience, sound judgment, healthy coping strategies, and self-advocacy skills.

The ideal candidate is approachable, thoughtful, and responsive; exercises sound professional judgment and discretion; and maintains appropriate confidentiality. As an important resource for students, faculty, and families, the Upper School Counselor contributes actively to a school culture in which students are known, supported, and encouraged to thrive. Norfolk Academy values honor, integrity, relationships, and service, and expects all faculty and staff to share a commitment to these values.

Position Category: Full-time, academic-year position.

Responsibilities include:

- Provide individual and small-group counseling to Upper School students around social, emotional, academic, and developmental concerns.
- Collaborate with faculty, administrators, and families to identify and support students who may need additional assistance.
- Consult with teachers and Upper School leadership regarding student well-being, behavior, relationships, and other concerns that may affect the student experience.

- Communicate thoughtfully with parents and guardians and help connect families with appropriate school and community resources when needed.
- Help students develop healthy coping strategies, resilience, responsible decision-making, self-advocacy, and positive relationships.
- Provide developmentally appropriate programming related to student wellness, mental health, relationships, decision-making, and other topics relevant to adolescent growth.
- Participate in student-support meetings and collaborate with other members of the school's student-support team.
- Respond appropriately to students experiencing significant emotional distress or crisis and work with school leadership, families, and outside professionals as necessary.
- Maintain appropriate confidential records and documentation in accordance with professional standards and school policies.
- Develop and maintain relationships with outside mental health professionals and community resources to support appropriate referrals and continuity of care.
- Contribute actively to the life of the Tunstall Upper School and broader Norfolk Academy community through participation in school programs, events, and activities, and by building meaningful relationships with students beyond the counseling office.

Required Qualifications:

- Master's degree in school counseling, counseling, psychology, or a closely related field.
- Appropriate professional licensure or certification is strongly preferred.
- Previous counseling experience in an independent school setting is preferred.

Required Competencies:

- Dedication and commitment to the well-being and growth of adolescents.
- An understanding of and commitment to the school's values, as outlined in the Philosophy, Objectives, and Diversity, Equity, & Justice Statement.
- Strong knowledge of adolescent development and current issues affecting student mental health and well-being.
- Exceptional interpersonal skills and the ability to establish trusting relationships with students.

- Strong written and verbal communication skills, with the ability to communicate effectively with students, parents, faculty, administrators, and outside professionals.
- Sound judgment, discretion, and a strong understanding of professional confidentiality.
- Ability to recognize when a student requires additional assessment or outside professional support and to facilitate appropriate referrals.
- Strong organizational skills, responsiveness, and consistent follow-through.
- Ability to manage sensitive or difficult situations calmly, thoughtfully, and professionally.
- A collaborative, flexible, and student-centered approach to working with colleagues and families.

Salary and Benefits

- The anticipated salary range for this position is $65,000–$90,000, commensurate with experience and qualifications.
- Norfolk Academy offers comprehensive health coverage for employees and their eligible dependents.
- Norfolk Academy is committed to the professional growth and development of its faculty and staff. Employees enjoy access to broad grant and professional development programs, including continuing education funding, conference attendance, and other professional growth opportunities.
- For a list of employee benefits, please visit: https://www.norfolkacademy.org/employment

Non-Discrimination Policy

Norfolk Academy does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, disability, pregnancy, childbirth or related medical conditions, age, status as a veteran, and/or national origin.

Resume and cover letter and/or completed applications should be submitted online via the Norfolk Academy website.