

## Director of Counseling Job Description

### IMMEDIATE SUPERVISOR:

Joy McIntosh, Assistant Head of School

### JOB SUMMARY:

According to the American School Counselor Association, elementary school counselors provide academic support, educate students about self-awareness and self-esteem, teach problem-solving and conflict resolution skills, provide individual and small group counseling services and make referrals to outside services. They meet with parents or consult with external parties, such as child protective services or other social services agencies. However, the responsibilities of elementary school counselors can vary from day to day. They might need to rearrange their schedules to meet the changing needs of students and teachers, especially if they need to intervene in crisis situations.

Our Director of Counseling has a demonstrated love and passion for working with young children. The Counselor participates as a team member with faculty, parents, and students to foster a caring, supportive, safe environment in which students can experience successful academic, social, and emotional development.

### QUALIFICATIONS:

- Bachelor's degree in Psychology required
- Bachelor's degree in education helpful
- Master's degree in School Counseling encouraged
- Experience working with young children preferably in a school setting

### SKILLS NEEDED:

- Flexibility ~ plans will change due to unexpected circumstances from day to day and at times moment to moment
- Active listening ~ our counselor will need to listen to all constituencies in order to determine the best way to respond and which counseling techniques to employ to various situations
- Communication skills ~ effective and understandable with children from the age of three to eleven as well as parents and teachers
- Compassion and understanding ~ especially of the difficulties that elementary school-aged children experience, such as navigating peer relationships (making and keeping friends/perceived bullying), family problems (Divorce, Death, Neglect, Abuse) or learning interferences (ADD, ADHD, ODD, Social Pragmatic Disorders, Learning Disabilities).

- Knowledge of therapy techniques to help children open up and feel comfortable talking about their problems.
- Willing to handle crisis situations, such as reporting suspicions of child abuse.

#### GENERAL RESPONSIBILITIES:

- Infuse yourself into the daily life of the school to become acquainted with the “St. Stephen’s Way” and develop trusting, open relationships with all constituencies
- Be present at arrival and dismissal
- Be present at lunch and recess times
- Provide Student Assemblies at least once per trimester to promote Healthy Peer Relationships, mindfulness, conflict resolution, test anxiety, problem solving...
- Provide Parent Assemblies at least once per trimester to provide valuable parenting education regarding the social and emotional wellbeing of their children
- Provide Professional Development to Faculty to address students’ needs
- Provide individual and small-group counseling to meet students’ developmental and emotional needs
- Communicate and meet with parents regarding physical, social, emotional, or psychiatric concerns as they arise
- Work closely with the Assistant Head of School, Chaplain, faculty, parents, and the school’s Reading and Math Coaches
- Develop relationships with various external service providers so that when a student needs more than what the school can provide you have a list to share with parents
- Coordinate the background checks, schedule, and room use of all external services provided on campus included but not limited to Speech/Language Therapy and Occupational Therapy.
- Develop and provide appropriate programming for students, faculty, and parents; including but not limited to: academic, behavioral, and social support services for individual students and for small and large groups; crisis intervention; and peer facilitation, relationships, and social skills
- Maintain detailed, up-to-date records, routinely update the Assistant Head of School, and provide non-disciplinary pathways to address sensitive student concerns
- Along with the Head of School, the Director of Admission, Grade 5 Homeroom Teachers, and Math Coaches participate in the highly competitive placement process of Grade 5 students into local area independent and public middle schools upon their graduation from St. Stephen’s

- Develop relationships with Grade 5 students and parents so as to advocate for them in the ongoing school process and support them in their search for the best middle school “fit”
- Develop a strong knowledge base of the school options for Grade 5 students by participating in the annual Open House Breakfasts and keeping up to date on the differences between middle schools in the area
- Pursue continuing education opportunities and remain current in educational counseling practices