

School Counselor Job Description

Summary:

The School Counselor will lead a comprehensive effort to empower students as leaders, strengthen the community, and develop programs and policies that nurture self awareness and personal responsibility. The School Counselor supports the health and well-being of all students through individual student sessions, triage, and close collaboration with teachers, advisors, and administrators. The successful counselor thrives working with a globally diverse student body composed of day and residential students and commits to making a positive impact on the lives of students through personal and differentiated relationships, and seeks to ensure that students feel a sense of belonging in the community. In keeping with an integrated approach to student wellness, the counselor supports faculty and parents and guardians in their work with children, coordinates with mental health professionals in the community, builds and implements grade level programming focused on social-emotional learning and other important mental health topics, and in conjunction with the other members of the Student Support Team, coordinates mental health accommodations to work towards student success and growth.

Successful candidates will exhibit can-do initiative, an upbeat attitude, proactive collaboration, and a heartfelt commitment to student wellness work.

Serving on a high performing leadership team, the School Counselor reports directly to the Divisional Directors and will work closely with the Head of School, PYP, MYP, and DP Coordinators, Director of Residential Life, Athletic Director, and Outdoor Education Coordinator and Student Support Program Leads.

Responsibilities:

- Set tone, culture, expectations and policies, for Counseling and SEL across the school.
- Contribute to an overall school climate that promotes healthy development, student wellness and the school's mission and vision.
- Maintain an awareness of the overall mental health of the student body.
- Stay up-to-date on relevant professional development and provide education on relevant social-emotional topics to students, families, and faculty.
- Provide parent education around counseling and SEL topics.
- Keep current with laws governing confidentiality as they pertain to students and mental health services in schools.
- Assist in the development of school programs and procedures to promote wellness and safety.
- Maintain awareness and engage in continued learning of culturally responsive counseling.

Counseling Services:

- Design and implement an SEL Counseling curriculum for Preschool - Grade 12 with a syllabus for Grades 6-12 aligned with ISCA standards.
- Provide one-on-one counseling to students.
- Provide direct service, including crisis counseling, time-limited interventions, and assessment for triage and referral purposes for those students struggling with social, emotional, mental health or behavioral challenges.
- Design and facilitate group counseling services.
- Maintain an updated list of counseling referral sources for students and families.
- Work with students and families if needed to make referrals for additional support, and

coordinate and consult with outside care teams of those students receiving mental health services outside of school.

- Design and facilitate group counseling services.
- Maintain documentation as required by State Law and Health Services policies and procedures.
- Manage annual data collection of student wellbeing.

Student Support:

- Collaborate as part of the Student Support Team.
- Attend SSP meetings as an advocate for student mental health.
- Help facilitate and ensure effective communication and coordination between all parts of the school community for those students with psychological, psychiatric, and/or mental health needs.
- Attend and participate in team meetings to identify and support students of concern.
- Serve as a mediator for restorative conversations in collaboration with Division Directors

Advisory:

- In collaboration with middle school leadership team, develop/maintain the Grade 6-8 advisory program (provide guidance and support to advisors, assign advisor groups, develop advisory programming)
- Lead planning for 2-4 Middle School advisory events each school year including collaboration with the HS advisory program for the annual Advisory Adventure Race.

Residential:

- Attend weekly meetings with dorm staff to collaborate and provide input to support student wellbeing.
- Provide wellness lessons to residential students during orientation.
- Serve as consultant to dorm staff regarding the social/emotional needs of residential students.

Committees:

- Serve as a member of the Child Protection and Safeguarding Committee.

Other Duties:

- Ability to lead wilderness trips with students in remote locations.
- Be an active community member.
- Other duties as assigned.

Desired Qualifications and Experience:

- Bachelor's Degree, advanced degree preferred.
- One or more of the following would be preferred: counseling certificate, social work experience, LPC or LCPC license
- 4+ years of experience in education or counseling and proven success as a member of an administrative team.
- Outstanding organizational, communication (written and oral), and follow-up skills.
- Commitment to equity, inclusion, and diversity work.
- Excellent interpersonal skills, ability to lead and advocate for students.
- Confident problem solver with a sense of humor, resilience, and growth mindset.
- A vision for successful student life programming.
- Wilderness First Responder or Wilderness First Aid Certification

Essential Physical Abilities:

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work, prepare and review documents, organize documents and materials and observe classroom or student activities.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation, which permits the employee to work in an office/classroom/school environment.
- Lifting or moving objects that weigh up to 20 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.

Essential Outdoor Education Duties and Responsibilities:

- Carry up to 50 lbs.
- Hike 5-10 miles per day over rough terrain.
- Be comfortable performing in all weather conditions.
- Able to spend up to 3-10 days outdoors within an academic year. • Ability to manage 10-15 students in a remote setting utilizing outdoor leadership skills. • Participate in yearly training opportunities.
- In addition to the responsibilities outlined above, all faculty are required to abide by the school's policies and procedures set forth in the Faculty Handbook.

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