

Position Title:	Lower School Counselor
Date Modified:	January 2023
FLSA Classification:	Exempt
Reports to:	Head of Student Support Services
Position Purpose:	Provide a proactive developmental counseling program designed to help students in Lower School to maximize personal growth and development.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School year (plus one week prior to fall employee in-service and approximately one week after the school year ends.)
PTO Designation:	Education Administration

Description

The Lower School Counselor utilizes leadership, advocacy, and collaboration, promotes student success, provides preventive services, and responds to identified emotional and social student needs by implementing a comprehensive school counseling program for grades K-4.

Essential Functions and Tasks

- Provides Individual Student Planning, Preventive and Responsive Services, and System Support.
- Assist all students, individually or in groups, with developing academic, career, and personal social skills, goals, and plans.
- Provides counseling on issues such as conflict resolution, goal setting and time management to students, parents, and faculty to better nurture the emotional needs of students.
- Maintains records, counsel with parents, communicate with educational testing specialists, meet with division heads and teachers, and assure that students identified with learning differences are provided with the educational tools described under “Students with Learning Differences” in the student handbook.
- Provides individual and group counseling, consultation and care to students, faculty, and parents within school guidelines.
- Monitors student academic performance, behavior and attendance and assist with appropriate interventions.
- Serves as the school liaison with educational testing specialists, mental health therapists and psychiatrists.
- Holds in confidence all referrals and maintain a record of referral, keeping the Head of Student Support Services and the appropriate Division Head informed of such referrals.
- Provides updates on counseling issues to the Head of Support Services, appropriate Division Head, chaplains, and, as needed, the nurses.

- Meets regularly with Head of Support Services and division administrators.
- Consults with the Head of Student Support Services as well as designated Division Heads in planning special events in which counseling is an integral part.
- Attends monthly HAISC meetings and weekly meetings with division heads and assistant heads regarding student care and concerns.
- Models and articulates the school's commitment to the healthy psychological development of all students.
- Serves as counseling liaison for students and families transitioning from Lower School to Middle School.
- Shares responsibility for counseling needs of students in grade 5 with the Director of School Counseling.
- Coordinates and collaborate with all Student Support Services staff to ensure counseling needs of students in all divisions are met.
- Assists the school in establishing and maintaining educational programs that encourage personal commitment to mental and physical health and assist students in developing life skills.
- Provides professional assistance and support to students during times of transition, heightened stress or other situations impeding school success.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Other duties as assigned by the Head of School and/or direct supervisor including extracurricular.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the student support services department.
- Assists in assuring that community members are familiar with and adhere to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assist with revisions and updates, when necessary, of the school's student services policies and procedures.
- Is assessed through the Professional Growth and Evaluation Program.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment

Qualifications

- Master's Degree or Higher in Counseling, Psychology, or related field.
- Licensed Professional Counselor, Certified School Counselor, or Licensed Clinical Social Worker
- Ability to communicate clearly and effectively in written and oral expression.

- Ability to relate effectively with administrators, teachers, operations staff, parents, students, and other school constituent groups and individuals.
- Ability to use basic office equipment and school records management system.

Physical Requirements and Work Environment

- Occasionally lift to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines. May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach.