



Position Description

Position Title: Upper School Counselor

Department/Division: Upper School

Position Status: Exempt/Full Time

Created/Updated: May 6, 2021

Reports to: Head of Upper School

Position Summary:

The Counselor has the primary responsibility of directing and overseeing the social growth of students in grades 9-12 and to sustain a school culture that fosters students developing personal integrity, mutual respect, social responsibility, and a commitment to community. The Upper School Counselor is the liaison between the school, students, and parents regarding social-emotional concerns regarding Upper School students.

The Upper School Counselor is a 10-month position that aligns with the school year. The Counselor serves as a resource during the summer and other major breaks in the school year if student mental health issues arise.

Requirements:

- Prospective candidates will have earned a Master's degree or Doctoral degree in psychology, education, counseling, or a related field, and have a demonstrated record of personal learning.
- Five or more years of significant work in school counseling in a setting similar to LCDS (an independent, co-ed, PS-12, college preparatory school).
- Experience working with upper school students.
- Training and experience in a recognized method of culturally responsive facilitation for a diverse community of learners.

Responsibilities:

- Work with the Upper School administrative team to coordinate student support services
- Promote and support initiatives that further the integration of social and emotional learning in the Upper School
- Serve as the coordinator of US Student Support including the Early Assistance Support Team (EAST)
- Serve as a member of the Safe2Say Team

- Represent Upper School in Middle School EAST
- Develop goals and action plans for students experiencing social difficulty through consultation with EAST team, teachers, advisors and grade level deans
- Serve as advisor for Peer Mentoring Program
- Works with health teachers and other school counselors to develop health curriculum
- Coordinate Drug & Alcohol education for 9th and 11th grades
- Work closely with the Director of Equity and Inclusion
- Advise a group of 8-10 Upper School students and/or teach a class
- Desire to be part of building the larger school culture and community, particularly with regard to diversity, equity, and inclusion efforts
- Perform other related duties as required