



## JOB DESCRIPTION

<b>Position Title:</b>	School Counselor-Part Time
<b>Supervisor:</b>	Directors of Lower and Upper Elementary
<b>Revision Date:</b>	April 21, 2021
<b>Classification:</b>	Non-Exempt
<b>Department:</b>	Staff

**POSITION SCOPE:** The School Counselor works in a team based model with the Division Directors, Student Support Specialists, and the Leadership Team to collaboratively provide support for the mental and academic health of Echo Horizon School students.

*The ideal candidate will:*

- Have exceptional organizational skills and follow through
- Have exceptional social emotional intelligence and interpersonal skills and the ability to act and teach with empathy
- Have exceptional written and oral communication skills
- Be an independent problem-solver
- Take initiative and possess the ability to assess a situation and implement action
- Be a good listener and mentor, setting high expectations while supporting students, faculty, and parents in achieving their goals
- Be a reflective practitioner
- Be an exemplary role model to students and faculty alike
- Be an exceptional, caring teacher and practitioner who is up-to-date on best practices in counseling and child and adolescent development
- Ability and willingness to collaborate productively with faculty/staff/administration in the best interest of the school

### **RESPONSIBILITIES:**

- Collaborate with the Directors and the Head of School to provide individual and group counseling to EHS students as needed.
- Provide support and counsel to EHS parents on as-needed basis.
- Participate in weekly student support team meetings to discuss and identify students who might need additional support
- Meet with faculty and staff about grade level issues and students of concern, strategizing with teachers and advisors on students who need extra support.
- Lead and recommend professional development programs for faculty on student mental and physical health issues.
- Support our Parent Education program by finding speakers and providing workshops on emotional health topics of importance to parents
- Work closely with our Playground Engagement Specialist to ensure that our recesses are safe, inclusive spaces where students feel safe.

- Support the transition of new students to school, with emphasis on equity, inclusion, and wellness.
- Participate in case management with the Directors

**PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION:**

- **Licensed LCSW, MFT or equivalent is required.**
- **Master's degree in Counseling/School Counseling or a related field (Social Work, Psychology etc.) is required.**
- Excellent record keeping/documentation skills.
- Experience as a school counselor is preferred.
- Demonstrated commitment to equity and inclusion.
- Excellent communicator in both written and oral form

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Standing and sitting for extended periods of time
- Ability to squat, bend and reach safely
- Lifting up to 30 pounds
- Ability to work outdoors with no temperature control
- Correctable vision and hearing.

**This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.**

Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance