



JOB DESCRIPTION

POSITION TITLE: Junior High School Counselor

POSITION STATUS: 11 month, FT, Exempt

QUALIFICATIONS:

1. Master's degree in School Counseling
2. 3+ years of counseling and academic advising experience in a school setting
3. Experience working in an independent school environment is preferred.
4. Demonstrates a passion for, an affinity towards, and has experience working with student populations in grade levels 7-8.
5. Physically able to perform assigned duties.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with the Head of Junior High and the junior high core faculty to support the creation of a junior high culture that emphasizes belonging and becoming, as well as academic excellence. Ability to gather and analyze data on student achievement. Must be able to communicate effectively with parents, students, co-workers and administrative staff. Must possess the skills necessary to identify appropriate strategies to support junior students academically, behaviorally and socially.

REPORTS TO: Head of Junior High

SUPERVISES: N/A

PERFORMANCE ABILITIES:

A. Work Habits

1. Work with all major departments and divisions to achieve strategic initiatives.
2. Maintain professionalism in dress, speech and manner.
3. Communicate and deal effectively with all members of the school community and community at large.
4. Perform in a manner that reflects positively on the school.
5. Perform all duties as requested by the Head of Junior High.
6. Maintains a pattern of prompt and regular attendance.

B. Essential Functions

1. Serve as Academic Advisor for JH students by: generating a dynamic list of students to be monitored for academic concerns, reviewing quarterly report cards, meeting with students and parents to inform them of their status and provide follow up, and communicating with teachers as to status and progress of students.
2. Acts as a liaison between teachers, students and parents in relation to academic and social/emotional concerns; serving as a resource in understanding student academic and social/emotional needs.
3. Serves as the point of contact for scheduling issues and changes and for general academic concerns, and to assist students with course registration meeting with families annually to generate an appropriate course plan for each student.
4. Provide individual, small group, and classroom guidance in areas critical to the emotional and social development of young adolescents.
5. Identify students of concern and help connect them with the proper support including the JH Academic Coaches and/or outside referrals as necessary.
6. Provide emotional support to JH Faculty and Staff.
7. Schedules and attends junior high parent conferences, including October conference days.
8. Plans in-house team building days for 7th and 8th grade students, participates in student workshops such as JH 101 in the summer and exam prep sessions during the year.
9. Plans and presents a variety of parent education topics including curriculum meetings and JH informational meetings.
10. Attends Upper School Counseling Staff meetings, collaborating with other counselors and college advisors to deliver a comprehensive 7-12 guidance and college counseling program.
11. Working with the Testing Coordinator, plans and facilitates Junior High standardized achievement testing annually.



12. Works with the Head of the Junior High and the Head of the Lower School to facilitate communication between faculty for curriculum planning and a seamless transition to the Upper School for Lower School students.
13. Performs all other duties as requested.

C. Training and Experience

1. Maintains expertise in assigned areas.
2. Participates successfully in professional learning opportunities available to increase skill and proficiency related to assignment.
3. Participates successfully in computer training and/or maintains skills necessary to achieve proficiency of performance responsibilities.

D. Personal qualities

1. Demonstrates a positive attitude towards work assignment.
2. Accepts responsibility for work assignments.
3. Accepts constructive criticism.
4. Upholds the strictest of confidentiality in all work.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time, bend, squat, reach, lift, carry, push or pull light/ moderate weights.