



DONNA KLEIN JEWISH ACADEMY

K-8 Guidance Counselor

Donna Klein Jewish Academy, an independent non-profit school for children grades Kindergarten through grade 12, is a Jewish community day school serving families from a broad spectrum of Jewish backgrounds and religious practices. The school was founded in 1979 and lives its mission: To educate our children and the greater DKJA community to be knowledgeable and responsible citizens of the world, committed to Jewish values and lifelong learning.

The Guidance Counselor assists the Director of Student Services.

The Guidance Counselor will be responsible for working with students both individually and in small groups. The Guidance Counselor collaborates with teachers to offer social and emotional support for students. The Guidance Counselor maintains individual student records. The Guidance Counselor assists in acting as the liaison between the Student Services Department, parents and families, as well as other professionals in the community as it relates to the social-emotional wellbeing of students.

ESSENTIAL POSITION FUNCTIONS:

- Work with students individually or in small groups to address social, emotional and academic issues.
- Conducts in class guidance/advisory lessons.
- Responsible for providing parent programming with Director of Student Services
- Member of the Student Support team and is a liaison between the teachers, parents, outside service providers and Director of Student Services, including making referrals to outside services if necessary.
- Responsible for assisting the Director of Student Services in planning programming for students.
- Maintains communication with administration, faculty, and parents to meet the needs of each student.
- Responsible for creating and maintaining student records.

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MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

Master's Degree in Social Work, School Counseling, Psychology or related field

EXPERIENCE:

At least five years' experience working in a school setting

Qualified candidates should send a resume and cover letter to Sydney Siegel, Director of Student Services at SiegelS@dkja.net