



### **3K-8<sup>th</sup> Grade School Counselor**

Reports To: Head of School

10 months, full-time position with benefits

**Salisbury Academy** is seeking a school counselor to support students, families, and staff in grades 3K-8<sup>th</sup> grade by ensuring students' social and emotional needs are supported. This position reports directly to the Head of School and is a member of the leadership and academic teams. Some responsibilities will include working directly with individuals and small groups of students, consulting with parents/families and teachers, teaching life skills and wellness classes, coordinating part/family education programs, serving as a liaison for community referral resources, and maintaining the Student Accommodation Plan documents.

The school seeks applications from candidates who will contribute to an atmosphere in which all are valued and supported. A strong applicant should be patient, kind, flexible, and enjoy working on a team, as our teachers work closely with one another and contribute greatly to the wider SA community. We value faculty involved in school life within and beyond the classroom.

#### **Primary Responsibilities**

##### **Students:**

- **Personal counseling of individual students and students in groups:** The counselor will be available for personal and interpersonal counseling, as well as problem-solving regarding academic, social, and emotional issues. In long-term or complex counseling needs, a resource outside of the school will likely be recommended. Specialized groups may include groups for students who experience worry or anxiety, social skills groups, friendship groups, and others based on the unique needs of students in the School.
- **Teaching Social-Emotional Wellness (SEL)**-The counselor will develop the curriculum, plan lessons, and teaches SEL classes as assigned by the Head of School. The same guidelines and expectations relating to educational philosophy and classroom management, utilized by all teachers, will also apply to this role.

##### **Teachers and Parents:**

- **Consulting with teachers and parents:** The counselor will be an objective, available resource to the adults in the community, even though the students are the counselor's primary constituents. The counselor may be involved with test interpretation and/or assisting with educational, personal, or social factors

affecting academic progress, especially in collaboration with division directors and teachers.

- **Functioning as a resource for faculty and staff:** The counselor will be available for consultation to provide faculty/staff with information necessary for them to be successful in their roles and will provide professional development/in-service training for faculty/staff on topics deemed important by the division directors, Director of Teaching and Learning, and head of school.
- **Coordinating Parent/Family Education Programs:** The counselor will work with the Academic Team on the development, implementation, and improvement of parent/family education and orientation programs for the School. Topics would focus on adolescent development, parenting issues, interpersonal relationships, and developing healthy lifestyles.
- **Serving as a liaison for community referral resources:** The counselor will be familiar with and be prepared to recommend local resources (educational, psychological) that might be helpful to families. Referral to outside agencies shall occur after campus resources have been exhausted. The counselor will also follow up on such appropriate referrals and function as a liaison between the professional or agency and the school community. The counselor shall be familiar with public law regarding child abuse and neglect and with appropriate procedures to be followed by the School should such cases come to the School's attention.

#### **Professional/General:**

- **Maintaining confidential student records:** The Counseling Office will be the central repository of student records, regarding social and emotional issues. They will work with the division heads to maintain, manage, and secure those records. The counselor will also assist in maintaining and managing other confidential student records.
- **Professional Involvement:** The counselor will be considered a professional resource in the School. As such, the counselor shall exhibit professionalism through care in communicating, maintaining objectivity, and discretion regarding the use of privileged information, in essence, to adhere to the established Ethical Standards of the American School Counselor Association. The counselor will also serve on various school committees.
- **Serving as a member of the Student Accommodations Plan team:** The counselor will attend partner with the division directors to discuss students' needs, create a plan for success, and implement strategies that support those students.
- All other duties as assigned by the Head of School

#### **Education and Qualifications**

- A Master's Degree in school counseling or a related field is required
- Successful experience counseling school-age children is preferred

#### **Skills and Qualifications:**

- Ability to create and maintain a differentiated environment in content, process, and product to help each child reach his/her fullest potential

- Ability to partner and collaborate with a team to successfully plan for the individual needs of students and the grade level as a whole
- Excellent interpersonal, presentation, writing, organizational, and communication skills, including basic technology competencies
- Ability to be a self-starter and initiator, and ability to effectively work independently and be a contributing team member
- Become involved in the mission and life of the school beyond the primary responsibilities outlines

## **About Salisbury Academy**

Salisbury Academy is a 3K-12 independent school in Salisbury, NC. Through experiential learning and a unique culture that cultivates students in character and promotes community, we inspire a love of learning and prepare students to be passionate leaders.

Each school day at Salisbury Academy brings with it strong academic foundations, education in the arts and foreign language, and a diverse selection of after-school enrichments, athletics programming, clubs, and advisories. Students are known and loved, and they are surrounded by caring and talented teachers with whom they form strong relationships.

At Salisbury Academy, the world is our classroom. This translates to a student experience filled with engaging field trips, stewardship connections, guest speakers, and applied learning in the community. Salisbury Academy is committed to sustainability and to preparing the next generation of environmentalists. We are recognized as a Green Ribbon School by the U.S. Department of Education and an EnviroSmart School of Excellence.

A Salisbury Academy graduate is a creative problem solver who finds joy in learning, a confident communicator, and a compassionate community member. Our students leave Salisbury Academy as resilient leaders, equipped and eager for the challenges and opportunities ahead.

## **Application Process:**

Please submit a completed application available on the website, a current resume, and a cover letter explaining your interest in and qualifications for this full-time, ten-month position.