

School and College Counselor

General Summary

The School and College Counselor reports to each of the Director of Studies & Student Life. The School Counselor provides a variety of services related to students' success at school and social-emotional wellbeing. He/she helps promote a safe and respectful school culture by developing programs and practices focused on wellness and connection. As College Counselor, he/she leads the college search and application process and inspires students to seek a college or university that best fits the student and supports their talents.

Primary Duties and Responsibilities

Responsibilities include the following:

- Provides support to individual students – Pre-K through 12
- Works with the Head of School and Divisional Heads to continue research and implementation of new programs and strategies for student success
- Serves the school and student body through crisis management, mental health situations, and unforeseen situations
- Participates as a team member with faculty, parents, and students to foster a caring, supportive, safe environment in which students can experience successful academic, social, and emotional development, and are prepared to set and achieve personal goals regarding their future
- Demonstrates love and passion for working with children and the ability to provide a comprehensive, developmental program that meets the personal, social, emotional, academic, and college need for each student
- Leads and effectively manage the college counseling department by working with students in grades 9 through 12 (and their parents) in regard to the entire college selection, application, and admission procedures
- Conducts individual and group sessions as needed Pre-K through 12
- Continues training and utilization of Naviance
- Coordinates the program and calendar of all standardized testing for students including scheduling test dates, registering students, arranging for "prep" sessions, administering the tests, and providing pre- and post-test counseling
- Oversees the various student academic award programs and ceremonies
- Assists the Executive Assistant to the Head of School in keeping accurate permanent records of students' testing and academic work
- Develops the extensive summary reports on students' progress on standardized testing to the school community as appropriate and communicates with faculty on current needs
- Provides classroom lessons in regard to SEL
- Writes letters of recommendation
- Oversees the faculty writing of the requested recommendations for students applying to college
- Offers college planning meetings with students and parents

- Maintains and updates Clarksville Academy's School Profile
- Oversee students' visits to colleges
- Oversee visits from college representatives
- Represents the school at relevant state and national conferences and workshops
- Performs other duties as assigned by the Head of School
- Supports the school and its leadership
- Ability to interpret and communicate student outcomes and data analysis
- Adherence to professional standards and ethical principles

Qualifications

- Masters Degree in Counseling is required
- School Counseling experience preferred
- Knowledge of College Counseling required
- Knowledge of child development required

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