

Middle School Counselor

Job Title:	School Counselor
Department:	Student Services Department/Middle School
Reports to:	Director of Student Services, Mrs. Joyce Harris & Head of Middle School, Mr. Michael Magno
FLSA Status:	Exempt
PDS Status:	Staff, full-time, benefited

Employment Opportunity: Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,650 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PDS is recognized as one of the Charlotte Observer's "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PDS is recognized as one of greater Charlotte's 2018 healthiest employers by the Charlotte Business Journal. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony. PDS was also recognized as one of North Carolina's 50 most family-friendly employers by Carolina Parenting, Inc., every year since 1999 until the award was discontinued in 2016. This award recognized employers for their initiatives in helping N.C. parents balance work and home life.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time, 11 month, staff position beginning August, 2019

It is the primary goal of the Counseling Department to promote the development of the whole child as it relates to his/her/their social, emotional, behavioral and academic development. In order to be most effective, the counselor must collaborate and communicate with all school stakeholders to best support student needs. The counselor is an advocate for all students' success and wellbeing.

Responsibilities: Highly empathetic and culturally competent, the Middle School Counselor provides education and support for mental health, socio-emotional needs, wellness, substance abuse, and any other critical issues that may impact students and the greater community. Through partnership with and referrals from faculty and staff, the counselor will build ongoing relationships with students and families. The counselor will provide individual and/or group counseling services based on their assessment and consultation with family and colleagues. The counselor will create and implement socio-emotional curriculum for the classroom setting. They will create and execute student, faculty, and parent programmings as dictated by school and community needs.

The Middle School Counselor will serve on various teams and committees including the Administrative Team, Admissions Committee, and the Middle School Student Life Team. The counselor will support MS students by leading programs such as New Student Orientation, the New Student Mentoring Process, and the Middle School Advisory Program. Additionally, the counselor will collaborate with the Dean of Students and the Grade Level Deans to plan and implement essential Middle School programming.

The Middle School Counselor will also collaborate with the Head of Middle School, the Middle School Learning Specialist, Dean of Students, and Grade Level Deans to support students who are placed on academic and behavioral probation. The counselor is expected to attend all Middle School meetings, departmental monthly meetings, and any other applicable meetings that should arise.

The Middle School Counselor is a part of the Student Services Department. The Department meets and works in consultation and support of all divisions and the entire school community. Department members are responsible for upholding the legal and ethical codes as dictated by State law and professional standards. All school counselors are expected to maintain confidentiality and adhere to policies, procedures and protocols as dictated by Providence Day School. Above all, as a member of the Providence Day School community, the Middle School Counselor, along with all faculty and staff, embrace the school's mission and work towards promoting a positive school culture.

Qualifications: Seeking a dynamic candidate for the role of Middle School Counselor. Preference is given to candidates who have experience working in a school setting. This individual should be well versed in best practices including: ethical standards and confidentiality, individual and group counseling, student advisory systems, preventive and responsive services, student, faculty, and parent programing, current mental health issues, and assessing students in crisis.

Candidates should have a strong academic background and possess proficient technology skills. In addition, the candidate should have superb organizational skills, excellent verbal and written communication skills, presentational skills, and the ability to collaborate effectively as a team member.

A master's degree in school counseling, school psychology, or social work is the minimum requirement for this position. Preference given to applicants with current certification and licensure.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical, dental, vision, short term and long term disability coverage.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to:

PDS.MiddleSchoolCounselor@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).