



# Charleston Day School

## Charleston Day School K-8 School Counselor

Charleston Day School seeks a motivated, engaged and empathetic individual for the K-8 Counselor position. The K-8 School Counselor works under the direction of the Middle School and Elementary Division Heads and Head of School, to provide counseling services and support to students and families in grades K-8. The K-8 School Counselor will work with students, parents, and staff to assist all students in developing academic, social, and emotional success. The counselor will identify and support the social emotional needs of all K-8 students. This is a 10-month position, following the school academic calendar.

The K-8 School Counselor helps students attain an optimum level of personal and social adjustment and assists with their academic and social-emotional development. In order to coordinate a comprehensive counseling program, the K-8 School Counselor works closely with other staff and administration.

### PERFORMANCE RESPONSIBILITIES:

- Counsel individual students to facilitate transition from home to school, to build positive attitudes, self-understanding, and self-reliance.
- Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, and family concerns.
- Participate in school advisory, school staff meetings, Parents' Council and other related school events.
- Organize and implement teacher training and/or in-service activities.
- Organize and present engaging parent education programs, including partnering with outside personnel.
- Teach Character Class to several grade levels and act as a co-facilitator with teachers for social-emotional skills lessons presented in the classroom.
- Assist the school site administration with counseling and guidance issues.
- Identify and provide intervention strategies for students and their families.
- Assist in directing parents to competent resource personnel or community agencies when resources outside the school and home are needed.
- Assist students to develop strategies for coping with personal crisis.
- Assess mental health / social emotional needs of students and oversee the implementation of counseling goals.
- Participate in the team approach to providing mental health / social-emotional counseling services to qualifying students, working in conjunction with outside providers.

- Maintain confidential ongoing counseling notes; observe and record student behavior to ensure the effectiveness of agreed upon plans.
- Provide individual and group counseling services.
- Develop and maintain counseling intervention programs to meet student needs.
- Collaborate and communicate with off-campus school psychologists, tutors and mental health professionals.
- Demonstrate sensitivity to various family and cultural patterns in counseling sessions.
- Demonstrate knowledge of child growth and development.
- Participate in and support activities which are conducive to a positive school climate.
- Participate in professional growth activities such as classes, workshops, conferences, and school committees.
- Conduct social skills groups in collaboration with the division head, classroom teacher, and/or other support staff.
- Refer students with significant needs to appropriate outside providers for further diagnosis / treatment.
- Perform other related duties as assigned.
- Maintain a positive and growth-oriented mindset.

#### KNOWLEDGE OF:

- Applicable federal and state laws, codes, regulations, policies, and procedures including mandates related to mental health services and Special Education Programs.
- Emotional needs of students and related counseling services.
- Behavior management strategies and techniques relating to students who experience atypical behavior.
- Behavior intervention methodology/techniques including positive behavior intervention strategies and regulations.
- Individual and classroom management techniques.
- Diagnostic instruments and their interpretation and application.
- Oral and written communication skills.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.

#### ESSENTIAL ABILITIES:

##### Ability to:

- Communicate and work effectively with students, staff, and parents.
- Work without immediate supervision.
- Prepare and maintain accurate records and reports.
- Maintain regular, steady attendance.

#### SKILLS/ABILITIES:

- Interpersonal skills including tact, patience, and courtesy.
- Work independently and as part of a multidisciplinary educational support team.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work both orally and in writing.
- Adhere to curricular objectives; participate in social-emotional curriculum development.
- Establish and maintain professional relationships.
- Prepare and present in-service trainings.
- Develop and maintain an atmosphere of mutual respect among students, teachers, and staff.
- Prepare and maintain a variety of confidential comprehensive reports, records, and files.
- Meet schedules and timelines.
- Plan and organize work.

#### WORKING CONDITIONS:

- Work is predominately in school environment.
- Daily contact with students, teachers, and school staff.
- Regular/occasional contact with parents, community members, and outside providers.

#### MINIMUM QUALIFICATIONS:

- Knowledge of: Child development, counseling techniques, current literature and developments in counseling and child psychology
- Successful experience as a school counselor is highly desirable
- Master's Degree in counseling, social work, or a related field desired.
- Three (3) years' experience providing counseling services to school-age children desired.

All applications are considered without regard to race, color, religion, sex, national origin, age, veteran status or the presence of non job-related medical condition or disability.

#### About Charleston Day School:

Charleston Day School (CDS) is a coeducational K-8 day school located in the heart of downtown Charleston, a city rich in history and steeped in beauty. The School and the city have been closely intertwined throughout the 86 years of the School's existence, and Charleston is an integral part of Charleston Day School's identity. From its beginnings as a small neighborhood school to its current manifestation as a vibrant 250-student urban institution that serves families throughout the city, CDS has steadfastly maintained a reputation for both rigorous academics and emphasis on character development. The mission of CDS is "to foster scholarship, integrity, respect, and responsibility" in its students. CDS is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). For more information on Charleston Day School, please visit our website at [www.charlestdayschool.org](http://www.charlestdayschool.org).

