

**(The Rev'd) David O. Browder, Rector | Tom Bendel, Headmaster**

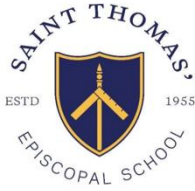
## **School Counselor Reports to Headmaster**

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate, experienced, and dependable School Counselor Teacher to join our team. Responsibilities will include but are not limited to, the development and implementation of a counseling program that is built to assist our students in their personal, social, and academic development. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Provide individual counseling and group guidance to help students work to cope effectively with personal, social, academic, and family concerns.
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
- Work to improve relationships between students, parents, and teachers.
- Counsel individuals and groups as required.
- Understand and work towards referring students to other support services and mental health professionals as needed.
- Maintain confidential student records.
- Serves as lead advisor, developing planning activities for small group settings to convey educational, social, and important school information.
- Serves on the Student Success Team identifying students who may need targeted services and coordinating with colleagues to provide them.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.



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**Education / Certification:** Bachelor's degree required, with a preference for school counseling background.

**Experience Required:** Minimum of 2 years related work experience

**Required Knowledge:** Proficiency in MS Office, Google Docs

**Classification:** Exempt

**Skills / Abilities:**

- Strong customer service skills and willingness to assist others
- Ability to be compassionate, patient and adaptable.
- Able to communicate complex information clearly
- Ability to communicate with and motivate children
- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills & attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

**Compensation and Benefits:**

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at [stes.org](http://stes.org)) to Jeri Wisdom, Human Resources Generalist at [wisdom.jeri@stes.org](mailto:wisdom.jeri@stes.org).

**STATEMENT OF NON-DISCRIMINATION**

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.