



GRADES 5-8 COUNSELOR

OVERVIEW

Emerson School is seeking a full-time middle school counselor. We are seeking a talented, team-oriented candidate to provide guidance, care, and social and emotional support to students in grades 5-8. The middle school counselor will work closely with faculty, the Learning Support and Enrichment team, the lower school counselor, school administrators, and families to provide care for the “whole child” in our Young 5’s-8th grade independent school program. This position reports directly to the Assistant Head of School.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The counselor will:

- Partner proactively with faculty and administration to support students with different social and emotional needs in an effort to advance student well-being and emotional health.
- Observe and evaluate individual students displaying academic or behavioral difficulties and help assess their challenges.
- Guide one-on-one or small-group sessions for student support, social problem solving, or recommendations for outside care.
- In partnership with the Director of Student Life and Community Engagement, support student mental health; and the middle school advisory program.
- Provide advocacy, education, and guidance for faculty and parents in the area of early adolescent development.
- In collaboration with the Director of Learning Support, develop and write student accommodation plans with long-term goals and specific objectives.
- Partner with the school and parents to provide recommendations for assessments and/or support programs for mental health-related issues.
- Maintain confidential student records and keep accurate documentation of sessions, meetings, and assessments.
- Initiate and schedule parent conferences as needed.
- Recommend in-school and community resources for identified students.
- Work with professionals outside the school to support students.
- Coordinate and facilitate communication between students, family, school, and other involved professionals.
- Work in partnership with the Director of Admissions to review middle school applications to the School.
- Participate in committee, department, and staff meetings as well as school-sponsored events that would benefit from your area of expertise.
- Be involved in the school community at large.
- Assume responsibility for other projects as assigned by the Head of School.

REQUIRED QUALIFICATIONS

- Minimum of a Master’s degree in psychology, social work, school counseling, or other related field.
- 3+ years of professional experience working with early adolescents.
- Knowledge of psycho-educational assessments, reports, and school-based accommodations.
- Outstanding interpersonal and organizational skills.
- Exceptional written and oral communication skills.
- Detail-oriented and resourceful.
- Tactful and discreet.
- Enthusiastic about working with Young adolescents in a Young 5’s-8th grade setting.



HOW TO APPLY

Interested candidates should send a cover letter and résumé to Andy Zimmer (azimmer@emerson-school.org). Applications due by August 18. More information about Emerson is available at www.emerson-school.org.

AN EQUAL OPPORTUNITY EMPLOYER

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