



**Job Title:** Counselor

**FLSA Classification:** Exempt

**Duration:** 10 Month Contract annually renewable **Employment Category:** Full Time, Faculty, M-F, 8-4

**Purpose:** Serves as a member of the counseling department to evaluate the needs of students with language based learning disabilities in an educational setting; to assist students in understanding and seeking solutions to social, emotional, or academic challenges; to serve as a resource pertaining to student behavior management and learning strategies; to participate in all counseling master planning activities; to be an active member of one of the division educational advisory teams; and to do other related functions as needed.

**Reports to:** Director of Counseling Services

**Key Responsibilities:**

- Perform their educational duties in a sound, professional manner, devoting their full professional time to supporting the Instructional program of the School and devoting their best effort, skills and attention to further the interest of the School, its students, faculty, administrators and program.
- Serve as a member of either the Lower or Upper School Educational Advisory Teams that will be responsible for all the students in the division, attending to their academic, social and emotional learning needs and general well-being.
- Perform duties including education reports, group and individual counseling of students, teacher consultations, parent consultations, attendance at staff meetings.
- Required Knowledge, Abilities, and Skills:
  - Working knowledge of child development, learning disabilities, and special education
  - Ability to interact with a wide variety of people
  - Ability to establish an effective rapport/relationship with children, parents, faculty and staff
  - Ability to work collaboratively with members of the educational advisory team and learning support team
  - Ability to effectively communicate, orally and in writing
  - Ability to adapt techniques to varying personalities and environments

- Knowledge of:
  - Principles, practices, trends, goals and objectives of the school and its mission
  - Philosophical and educational aspects affecting a counseling services program
  - Human relationships, conflict resolution strategies and procedures, and team building methods and techniques
- Performance:
  - Prioritize and manage time effectively and balance the various demands of the position.
  - Develop annual goals in consultation with the Director of Counseling Services
  - Complete an annual self-reflection as part of the evaluation process
  - Give his/her attention to extracurricular requirements as required by the School, including but not limited to, attendance at school events and education meetings.
- Responsible for all other duties related to the position as directed by the Director of Counseling Services or the Head of School or their designee.
- Members of the Eagle Hill faculty are responsible for helping to develop and implement student IEPs as developed by the PPT.

**Expected Credentials:**

- Possession of License as a Psychologist, School Social Worker, certification as a School Counselor, or other appropriate clinical licensure.
- Bachelors and Masters Degrees with at least one in the field of psychology, social work, counseling, or other appropriate clinical field.

Research shows that underrepresented groups apply to jobs only if they meet 100% of the qualifications. Eagle Hill School believes that no one ever meets 100% of the qualifications and we look forward to your application.

To apply, please submit your cover letter and resume to [careers@eaglehill.org](mailto:careers@eaglehill.org).

**ABOUT EAGLE HILL SCHOOL**

*Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.*

## **EQUAL OPPORTUNITY**

*Eagle Hill School is an equal opportunity employer and does not discriminate on the basis of race, creed, age, color, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, status as a veteran, status as a victim of domestic violence, or any other classification protected by state or federal law in its employment, admissions practices, vocational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973, Title VII, the American Disabilities Act, the Age Discrimination in Employment Act, and other applicable federal and state law. Retaliation against anyone complaining of discrimination is strictly prohibited. If an applicant requires assistance, or a reasonable accommodation, to complete the application, please contact Eagle Hill School Human Resources at (203) 622-9240.*