

UPPER SCHOOL COUNSELOR
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Head of Upper School

PRIMARY RESPONSIBILITIES:

Working closely with the Head of Upper School, the Upper School Administrative Team, and the Upper School faculty, the Upper School Counselor teaches life skills classes, collaborates with the Physical Education Department to coordinate and develop the ninth-grade Lifetime Fitness and Wellness curriculum, and serves as the go-to resource for all student concerns related to psychological well-being. The Upper School Counselor serves as a student advocate and provides counseling and mental health support to the entire student body. They are the primary resource for referrals for mental health support outside of school.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A Master's degree and a certification in counseling are required
- Understanding of the developmental needs of high school students
- Proven success and experience working with high school students and families
- Understanding of the needs of students in a competitive school environment
- Knowledge and effective implementation of life skills curricula
- Flexibility, optimism, creativity, high expectations, and a growth mindset
- Enthusiastic involvement in the school community outside the classroom
- Proven positive working relationships with colleagues, students, and families
- Excellent communication skills, both written and oral
- Proven organizational skills
- An understanding of independent schools is preferred

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

- Teach upper school life skills classes
- Offer information, support, and mental health counseling services to students, families, and teachers in an effort to promote the emotional health and academic success of students
- Partner with parents/guardians in helping students through crises and make referrals as needed for additional therapeutic or academic support
- Coordinate and implement student support programming on topics including, but not limited to, substance use prevention, healthy relationships, and conflict resolution
- Serve as a member of the school counselors group, attend counselors' meetings, develop and update course curricula, and support the work of the other counselors
- Serve as a member of the Upper School Support Team and regularly participate in weekly Grade Level Meetings focused on student support and success
- Co-lead a May Term course
- Coach or lead extra-curricular activities as agreed upon with the Head of Upper School
- Organize and present educational workshops for parents and teachers
- Support the school, its mission, and its leadership
- Perform other duties as assigned by the Head of School