



## **1.0 FTE High School Counselor 2021/22 Academic Year**

Sterne School provides full-day instruction to students in grades 4-12. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm respectful atmosphere, our students become confident, disciplined, responsible citizens able to meet the challenges of further learning and society. Sterne School is certified by the California State Department of Education and accredited by the Western Association of Schools and Colleges. Sterne School is an equal opportunity employer.

***This is a full-time position starting at the beginning of 2021/22 academic year.***

**JOB DESCRIPTION:** The HS School Counselor reports to the Head of High School, and is responsible for guiding a caseload of approximately 80 students to achievement of School Learning Objectives (SLOs), including:

Following the American School Counselor Association (ASCA) National Model, the School Counselor will address the needs of all students by facilitating their academic, personal/social, and career development as well as helping create a positive and safe learning experience. At the same time, the School Counselor will assist students as they face issues and resolve problems that prevent their healthy development. The School Counselor's primary role is to support students with any barriers hindering their progress as they work towards completing their high school diploma. The School Counselor will collaborate and consult with teachers and other school personnel in providing them with strategies, support, and resources that will contribute to the student's success. A passion for serving neurodiverse students is critical for success in this role.

- **Academic Counseling**

- Assist students in developing organizational strategies and study habits
- Support neurodiverse students in developing a love for learning with a growth-mindset
- Help students resolve teacher and classroom concerns that impede learning
- Review student documentation to determine appropriate accommodations
- Support students who co-enroll with CCSF

- **Personal/Social Emotional Counseling**

- Provide crisis, short-term, and solution focused individual counseling
- Facilitate various SEL and wellness topics through in-class, lunch, and digital presentations

- Assist students in developing self-advocacy, resiliency, and 21st century problem-solving skills
- Provide parent/guardian consultation, coaching, and education opportunities
- Provide system wide prevention, intervention, and response counseling in times of crisis
- Help develop a schoolwide culture of respect and appreciation for others' differences
- Provide orientation activities for incoming 9th graders, transfer students, and parent/guardians
- Consult with outside professionals as needed

### ● **College and Career Counseling**

#### Support the Post-Secondary Coordinator with:

- Facilitation and interpretation of career/interest inventories to assist students in finding their personal and professional passions
- Assistance of students in strengthening their skills to meaningfully engage in the world
- Career awareness activities such as career fairs and guest speakers
- Identifying "best fit" colleges and careers that will help prepare students for lifelong success
- Creating a college and career culture across all grade levels
- Writing college and career letters of recommendation
- Connecting students with college scholarship and volunteer/internships opportunities

### **Communications and Relations**

- Conduct communications internally and externally with the highest level of professional ethics and integrity
- Consult and collaborate effectively with parents, teachers, and administrators
- Demonstrated ability to empower and support diverse students
- Encourage the highest level of academic honesty and integrity
- Knowledge of school counseling best practices, ethics, and laws
- Ability to learn quickly and effectively function in a student-focused and dynamic college-prep environment
- Willingness to go above and beyond to ensure successful outcomes for students
- Flexible, optimistic approach, and comfort with change and ambiguity
- Participates in all admissions and Sterne School promotions events
- Other duties as assigned by the Head of High School

### **Required Qualifications:**

- Masters degree in Psychology, Counseling, or directly related field
- One of the following: PPS Credential in School Counseling or School Psychology, MFT, LPCC, LCP, LEP

### **Interested candidates should submit a resume and cover letter to:**

[mbizeau@sterneschool.org](mailto:mbizeau@sterneschool.org)

- Applications will be reviewed on a rolling basis until the position is filled.