



## Counselor - Full Time (10 Month)

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### Summary and Scope of Role

The Counselor primary responsibility is to provide counseling services to the students of Marburn Academy. The School Counselor supports the goals and activities of Marburn Academy, and they report directly to the Dean of Students.

### Responsibilities

#### *School Culture and School Operations*

- Understanding of and a commitment to Marburn Academy's Vision and Mission
- Conduct self in presence of students, parents, and visitors in manner which models the Core Values and behaviors Marburn seeks to teach
- Consistently and effectively use the conflict resolution
- Develop and sustain relationships with colleagues, parents, and members of the Marburn Academy community that are professional, collegial, and collaborative
- Manage confidentiality aspect of student, parent, and colleague relationships, and of internal Marburn affairs according to established school guidelines
- Establish and maintain appropriate personal "boundaries" in relationships with students, parents, and colleagues
- Attend and participate in professional development opportunities
- Abide by all policies articulated in the Student and Employee Handbook and other school and board policies
- Represent and support the school at various functions both internally and externally relative to the role of faculty member.
- Effectively perform other duties assigned by the Head of School, Associate Head of School, and/or member of Leadership Team
- Support the school and its leadership
- Serve on school-wide and standing committees as needed

#### *Counseling Responsibilities*

- Work with the Dean of Students to maintain the academic and social policies, protocols, and practices that serve to support student development, learning, health, and safety.
- Interpersonal and group communication skills, demonstrating empathy, directness, and open-minded decision making

- Manage complex communication within the divisions, school, and community
- Work collaboratively and flexibly with colleagues, staff, parents, volunteers, and the broader community
- Promote high standards and expectations for academic performance, student leadership, personal integrity, and community responsibility.
- Support the on-going social and emotional needs of our student body.
- Serve as a resource on social and behavioral issues for all staff.
- Communicate about student social and behavioral issues that extend beyond the purview of the classroom teacher.
- Develop an understanding of the “whole child” from both an academic and social/emotional perspective.
- Serve various and ad hoc committees as needed.
- Manage student behavior during co-curricular programming.
- Advance the mission, vision, and core values of the Marburn Community.
- Reinforce and uphold Marburn Academy Rights and Responsibilities (community values)
- Develop a positive rapport with students and treat them with respect and dignity, even when correcting or disciplining; avoiding public humiliation of students
- Place as much emphasis on recognizing and rewarding appropriate behavior as on consequenceing undesirable behavior
- Use an interventionist mindset to problem-solve behavior concerns
- Instructs and coaches students to adopt more helpful behaviors rather than attempting to consequence them into different behaviors

### **Qualifications, Education, and Skills**

- Alignment with Marburn’s Mission and Core Values
- High ethical standards, a sense of integrity, and respect for all of Marburn’s constituents
- Strong interpersonal acuity and a proven ability to forge relationships with a large and diverse community of people
- Strong written and verbal communication skills
- Intelligence, critical thinking, focus, and creativity
- Proficient with Google Workspace, Microsoft Office, and email
- A bachelor’s degree in Social Work, School Counseling or Clinical work is required and advanced degree is preferred.
- Experience in a school setting preferred.
- Teaching or administrative experience preferably in an independent school
- Have and maintain licensure as required by the Ohio Department of Education or State of Ohio
- Successfully pass a background check (FBI, BCI, Sex Offender)

## Physical Requirement

- Ability to stand, traverse, and present in front of the students for extended periods of time two plus, hours or more
- Ability to visually detect, observe and recognize
- Verbally and audibly communicate and exchange information with ability to position oneself to do so
- Ability to participate in outdoor activities of the school as needed
- Ability to move, lift and position:
  - Regularly up to 10lbs
  - Frequently up to 11lbs-30lbs
  - Occasionally over 30lbs
  - Rarely up to 50lbs with assistance as required

## Hours

- Monday-Thursday: 7:30am-3:30pm with the faculty member expected to be available, as needed, until 4:30pm for meetings with parents, teachers, administrators, or other duties.
- Fridays: 7:30am-4:30pm for Faculty Professional Development
- Occasionally, the faculty member will be required to participate in certain activities such as field trips, afternoon or evening events, and overnight or weekend programs that will occur outside of the regular daily hours mentioned above (e.g., Graduation, Voyageurs Trips, Middle Division DC Trip, Curriculum Night, Parent Conferences, Graduation, Discovery Nights, Dances, etc.).

## Qualified candidates may submit a resume and cover letter to [hiring@marburnacademy.org](mailto: hiring@marburnacademy.org)

*Marburn Academy provides equal employment opportunities to all applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*