Position Title: School Counselor
FLSA Classification: Exempt, 100% FTE, 11-month schedule of duties
Reports To: Principal of P-8
Primary Function: Provide a comprehensive counseling program for all students in the lower school. Consult with teachers, parents and staff to enhance their effectiveness in helping students. Provide support to other school educational programs.

Essential Duties
- Collaborate and partner with the P-8 administrative team regarding student needs.
- Primarily responsible for oversight of the 1-5 social-emotional curriculum program.
- Collaborate with various faculty and staff regarding developing and implementing social emotional curriculum.
- Provide individual short-term counseling, consultation and referrals to students and their parents as needed.
- Consult with and train teachers, parents and learning specialists regarding student’s social and emotional needs.
- Coordinate and manage student/family requests for medical accommodations and associated Interactive Processes.
- Provide oversight and guidance for the Code of the Heart activities and associate duties.
- Coordinate outside service providers and community agencies as needed.
- Participate in the crisis management team. Participate as appropriate on the Health and Wellness Committee.
- Collaborate with P-8 counseling team as well as the high school counselors.

Qualifications
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior based in it.
- Master’s Degree in School Counseling, Social Work, Clinical/Counseling Psychology.
- California State School Counseling Certification or Licensed Mental Health Professional.
- Three years of experience as a school counselor and knowledge of early childhood development.
- Classroom experience teaching and developing SEL lessons.
- A demonstrated commitment to the American School Counselor Association Ethical Standards for School Counselors.
- Demonstrated experience with managing the ADA Interactive Process.
- Strong ability to establish and maintain professional relationships within the school and the school community to enhance student achievement.
- Proficient at developing professional relationships within the school and the school community to enhance student achievement.
- Experience in the use of technology in research, school counseling program development, management, and delivery.
- Participation and involvement in school counselor best-practice training at the local, state and/or national level.
- Excellent verbal and written skills, as well as outstanding interpersonal skills. Demonstrated leadership and facilitative skills.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the SHS community and a commitment to equity and inclusion.
- Excellent attendance and punctuality.

Physical Requirements and Work Environment
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts. May be called to work additionally to manage and coordinate during crisis.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled office environment. Work intermittently in outside weather conditions, including extreme heat and cold. May work at a desk and computer for extended periods of time.
- Able to travel safely and comfortably across a 64 acre campus.

Employment
This position offers competitive compensation and health and welfare benefits subject to plan parameters, including but not limited to medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply
To apply online send a resume and cover letter to hr@shschools.org and indicate P-5 Counselor 2020-21 in the subject line of the e-mail. You may also mail your resume and cover letter to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: P-5 Counselor 2020-21