MONTCLAIR KIMBERLEY ACADEMY

Montclair Kimberley Academy
Primary School Counselor/Director of Student Services
Job description

Montclair Kimberley Academy is committed to offering a comprehensive counseling program that addresses the academic, social, emotional, and behavioral needs of all students and supports a safe learning environment for all members of the school community. The Primary School Counselor/Director of Student Services is expected to understand and have experience with the intricacies of early childhood and adolescent development for children ages 4-18. The position requires a confident and proficient clinician in his/her practice who can build strong relationships with the students as well as effectively collaborate with colleagues and work in partnership with the parent community to ensure student success.

Overview of Responsibilities

The Primary School Counselor will provide services to students, parents, faculty, and administration in the following areas:

Direct Services with Students

- Delivery of classroom lessons designed around the MKA Social/Emotional Learning (SEL) Core Competencies, the MKA Anti-Bullying and Character Standards, and the MKA Diversity and Inclusion Statement. These SEL lessons are delivered through the collaboration among the Primary School Counselor, Responsive Classroom Coordinator, Diversity and Inclusion Coordinator, and the classroom teachers
- Delivery of individual (short term) or small group counseling designed to address students' individual needs or lagging skills in the areas of problem solving, emotional regulation, social skills, and friendship issues and/or crisis intervention which demands immediate counselor intervention

In-direct Services for Students

Consultation and collaboration with parents, teachers, and outside professionals on behalf of the student. This would include referrals to professionals for out-of-school psychological testing or counseling.

- Maintain a list of community professionals for referrals for psychological/educational testing, individual counseling, social skills groups, occupational therapists, and developmental pediatricians.
- Serve as a liaison with community professionals serving our students.
- Provide faculty professional development and parent education regarding developmental and social emotional issues as they relate to elementary school age children.

Co-Leader of the Primary School Student Services Committee
This committee identifies and creates action plans for students presenting with academic, social, emotional, and behavioral challenges.

- Co-lead and set the agenda for the Student Services Committee with the Learning Specialist. This committee meets once a week for two hours to address students of concern and/or profiled students.
- Co-lead and set the agenda for the twice-monthly Encore Student Concerns Meetings (attended by "Encore" teachers who teach art, science, World Language, etc.) with the Learning Specialist to discuss students of concern, student action plans, and profiled students.

Responsibilities Specific to Director of Student Services:

- Provide supervision for counselors Pre-K – 12
- Convene yearly review of drug and alcohol prevention/intervention services
- Manage Student Services budget
- Serve as a consultant to campus crisis teams
- Provide consultation services for school administrators
- Provide school-wide training on pertinent issues (eg., sexual harassment)
- Serve as liaison to PAMKA Wellness Committee
- Lead tri-campus counselor meetings weekly or twice monthly
- Member of the Safety and Security Committee

Self-Reflection and Professional Development
Reflect critically upon the counseling program, identify areas for further professional development as part of a professional development plan, and seek opportunities to expand and enrich one's learning initiatives in keeping with the school's mission.

Maintain professional competence through participation in staff development activities provided by the administration and/or self-selected professional growth activities.
Work independently and in collaboration with colleagues to improve delivery of services and assessment, as well as optimizing overall student achievement.

Qualifications:

- Master's in Counseling or related field (Ph.D. or LCSW preferred)
- Significant experience working with elementary school-aged children
- School-based support team experience preferred

Committee Memberships:

- Primary School Administrative Team
- Primary School Academic Programs Committee (APC)
- Primary School SEL Committee
- Primary School Admissions Committee
- Tri-Campus SEL Committee
- Tri-Campus Integrated Ethics Committee
- Tri-Campus Counseling Committee

Interested candidates should send a cover letter and resume to Ginger Kriegel at gkriegel@mka.org.

MKA Primary School Belief Statements

We believe that…

1. **A love of learning** is nurtured through opportunities for exploration, creative expression, risk-taking, self-discovery, and choice.

2. Children **grow** intellectually and meet or exceed increasing academic expectations when they are appropriately challenged and their efforts are celebrated.

3. Developing **social and emotional skills** is essential for building good character, problem-solving abilities, collaborative relationships, community, and for intellectual and academic growth.

4. Teachers must cultivate a **personal relationship** with each child by respecting and honoring their diverse perspectives and needs.

5. **Engaging and understanding the individual child as a learner** requires ongoing assessment for growth to inform adjustments to instruction and learning strategies that are founded in current educational research.

6. **Flexible, student-centered classrooms** honor students' **voice and choice**, provide opportunities to discover and pursue passions, and support creativity.