



## MONTCLAIR KIMBERLEY ACADEMY

### **Director of Student Services/Upper School Counselor**

Montclair Kimberley Academy, an innovative PK–12 independent day school with a strong national reputation and a recognized 1:1 laptop program, seeks a Director of Student Services/Upper School Counselor for the 2023 - 2024 school year. This administrative position will report directly to the Associate Head of School. MKA's challenging, engaging, and innovative academic program provides a vibrant and transformative education. Our faculty's deep and genuine understanding of our students as individuals and as learners fosters their ethical development, intellectual growth, and personal success. MKA's diverse, collaborative, and inclusive community inspires students to lead lives of noble character, purpose, and distinction.

As guided by its Strategic Plan, MKA is committed to promoting multicultural education grounded in equality, anti-bias education, and social justice. Multicultural education is a process of inquiry, reflection, and engagement that honors students' narratives, provides a safe environment to explore and discuss multiple perspectives and helps transform students and faculty, school culture and curriculum, community, and society. We seek candidates who share our commitment to this process.

The Director of Student Services (DSS) coordinates academic support, counseling, and nursing services for all students across three schools. The DSS aims to ensure that academic support, counseling, and nursing services are coordinated appropriately to support student well-being academically and interpersonally and to coordinate appropriate student accommodations when necessary. The DSS is focused on helping community members and students become total participants in the life of the school by supporting the work of campus-based learning specialists, school counselors, and nurses. In addition to these program oversight and coordination roles, the DSS will carry the equivalent of a .5 FTE student counseling load at the Upper School.

### **Director of Student Services (DSS) Responsibilities:**

- Meet with the tri-campus leaders of Academic Support, Counseling, and Nursing regularly—as a group and individually—to discuss concerns and coordinate screenings, staffings, referrals, accommodation procedures, and services provided at each campus.
- Work with Campus Heads to ensure consistency in learning, counseling, and nursing services across all campuses.
- Build strong partnerships with parents, school leaders, teaching faculty, outside clinicians, and educational professionals to support diverse learners and their families at MKA.
  - Observe classes in conjunction with counselors and learning specialists and consult with teachers and administrators regarding situations of concern;
  - Promote an understanding and appreciation for diverse populations;
  - Further develop support systems to facilitate transitions from school to school and as part of the admissions process for new students;
  - In complex cases, consult with parents to discuss a range of issues, problems, and observations concerning their child.
- Plan, develop, implement, and administer programs and services to meet identified needs as informed by best practices and up-to-date research that acknowledges the inextricable link between learning, emotions, physical health, and behavior.

- Implement best practices for students' social-emotional and academic support needs and evaluate program effectiveness;
- Work with Accommodations Committees at each campus to determine appropriate accommodations to meet the needs of individual students;
- Develop annual and triennial goals for Student Services and monitor progress toward goal achievement.
- Advocate for ongoing, research-informed training across campuses;
- Manage budgets with the leaders of academic support, counseling, and nursing.
- Coordinate with leaders of academic support, counseling, and nursing to implement and maintain a tri-campus record management system that:
  - Supports document and contact tracking, communication, and compliance;
  - Supports an institutional understanding of how many students the program is serving and how effectively the program can meet their needs.
- Coordinate professional development opportunities with leaders of academic support, counseling, and nursing as they pursue individual professional growth plans (PGP).
- Support and facilitate faculty-oriented professional development as part of a robust social-emotional learning program.
- Maintain current knowledge base regarding research in positive education, learning disabilities, behavior management, and emotional development, and translate this research into reasonable and customary practices and procedures across the three divisions of Montclair Kimberley Academy.

### **School Counseling Responsibilities**

- Provide individual, small group, and group guidance for Upper School Students and advisors.
- Collaborate as part of a tri-campus counseling team to develop training, provide support and implement tri-campus counseling initiatives.
- Make appropriate referrals for professional, outside-of-school mental health services/interventions.
- Provide consultation services for parents, teachers, administration, and students concerning developmental/social/emotional concerns.
- Provide teachers & parents with professional development and parent education regarding adolescents' emerging developmental and social/emotional issues.
- Provide consultation services to the Dean of Students, particularly about age-appropriate advisor group activities.
- Inform appropriate school officials of conditions that may be potentially disruptive or damaging to the school's mission, personnel, and property.
- Promote an understanding and appreciation for diverse populations.
- Take a leadership role in helping teachers/departments chairs/administrators plan/deliver curriculum and teaching that supports all students social and emotional development.
- Maintain confidential records and notes in electronic files that can be shared when appropriate.

**Qualifications:** Qualified candidates will ideally meet the following criteria:

- ✓ BA/BS in psychology, education, or related field and a MA/MSEd in Counseling or the equivalent.
- ✓ Minimum seven years of school experience in multiple grade levels.
- ✓ Minimum of seven years of school counseling and/or guidance experience.
- ✓ Minimum seven years of case management and/or resource experience for multiple grade levels, including diagnostic screening or assessment.

The ideal candidate will possess and effectively demonstrate the following:

- ✓ Knowledge of the ethical standards outlined by the American School Counselor Association (adopted 1984 and revised 1992 by ASCA Delegate Assembly) to ensure that the rights of students are adequately protected.
- ✓ Understanding of social-emotional ages and stages and the developmental trajectories of children and adolescents ages 4 to 21.
- ✓ Knowledge of the essential requirements and an implicit understanding of the nuances of psychoeducational and neuropsychological testing, including how to read and interpret the data and infer nuance, as well as being able to communicate the process and requirements they must meet.
- ✓ Understanding of the laws regarding mandatory reporting and boundary training.
- ✓ Facility with various assessments and tools to support diagnostic intervention and screening for learning or social-emotional challenges and/or lagging skills.

Please email a letter of interest and résumé to Cristina Junquera, Executive Assistant to the Head of School, at [cjunquera@mka.org](mailto:cjunquera@mka.org). We will continue reviewing candidate files until the job is filled.

MKA's policy is to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.