

At Pacific Ridge School, our mission statement drives all of our work: *In a community that fosters academic excellence, ethical responsibility and global engagement, Pacific Ridge School prepares students for college and a purposeful life.*

**Position Summary**

Under the direction of the Director of Student Support Center, the School Counselor is primarily responsible for supporting the academic needs and social/emotional well-being of students. Ability to communicate well with administrators, faculty, parents, and students is essential. Close collaboration with School Counselors, Director of Student Support Center, Assistant Head of School for Academic Affairs, Division Heads, and School Nurse is expected. The School Counselor will take an active role in determining whether a student needs additional academic support, including educational testing and/or school accommodations. The School Counselor will also take on other roles or responsibilities in the realm of school life (based upon interest, experience, and need).

**Essential Duties and Responsibilities** (include, but are not limited to, the following)

- Support social, emotional, and academic needs of students through individual and group sessions
- Support the vision and direction of the Student Support Center in coordination with the Director of the Student Support Center and Assistant Head of School for Academic Affairs
- Be available to teachers, parents, and administration to offer strategies and skill-building to support student needs
- Support the creation and implementation of a scope and sequence of curriculum and opportunities for social-emotional learning
- Assist in the development and delivery of parent programming in coordination with the Director of Student Support Center, Division Heads, and Parents Association
- Ensure continuity of health curriculum between Middle School and High School programs
- Maintain on-going, confidential records
- Maintain regular office hours to meet with students and faculty
- Attend weekly grade level team meetings focused on student support
- Attend and facilitate meetings related to individual student support for students with accommodations
- Collaborate with the Student Support Team to refer students for outside counseling and/or further evaluation from outside providers
- Meet weekly with the Student Support Team to collaborate on student support matters
- Communicate directly with parents to assist with student support outside of school
- Collaborate with Division Heads and Deans to develop age-appropriate support programs
- Maintain relationships and collaborate with pertinent outside providers
- Support students testing in the Student Support Center during and after school
- Work with the Student Support Team to communicate accommodations and specific needs of students with parents, teachers, and administration
- Review and assist students, teachers, parents, and administration in the understanding and implementation of psycho-educational assessment reports and develop appropriate accommodation plans for students
- Help coordinate requests for outside evaluation, transference of ISP/IEP, review of accommodations, and consultation of meetings, as necessary
- Work with Carlsbad Unified School District personnel to coordinate requests for evaluation, transference of ISP/IEPs, annual review of accommodations, and consultation meetings
- Work with Student Support Team to maintain tracking system for students with Accommodation Plans
- Compile documentation and apply for extended time for students through the College Board and ACT
- Other duties as assigned in partnership with the Director of Student Support Center, Assistant Head of School for Academic Affairs, Division Heads, Head of School or designee

**Qualifications**

- Master's degree or above in School or Educational Psychology, Social Work, School Counseling, or Licensed Professional Counselor; Pupil Personnel Services Credential or licensing preferred
- Candidates should have working knowledge of learning disabilities and psycho-educational assessments/evaluation interpretation
- Experience in independent schools is a plus
- Knowledge of psycho-social resources in the community is preferred