



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

School Counselor – Job Description

The School Counselor is a salaried, exempt position with a 9.5-month work schedule. The School Counselor supports the social, emotional, and academic well-being of students in grades 5-8. The successful candidate will provide counseling services, guidance, and assistance to students, working collaboratively with teachers, parents, and administrators to create a positive and enriching school environment. The School Counselor will report to the Headmaster.

The School Counselor's essential duties and responsibilities are as follows:

Administrative

- Develops and implements a comprehensive counseling program that aligns with state guidelines
- Plans and implements the counseling program to address the personal/social needs of every student
- Coordinates delivery of an annual needs assessment for the counseling program
- Assists families by providing referrals to outside services for students with acute or chronic mental health needs
- Assists in professional development and identification of interventions to assist students
- Consults with administration, staff, and parents regarding mental health issues in order to assist students with attitude, learning and/or behavioral problems
- Evaluates the counseling program on an annual basis for continuous improvement.

Behavioral Assessment & Planning

- Conducts comprehensive assessments of students' behavioral and emotional needs
- Collaborates with teachers and other staff members to gather information and insights regarding student behavior
- Develops and implements individualized behavior intervention plans for students with behavioral challenges
- Monitors and adjusts behavior plans as needed to ensure effectiveness

Counseling

- Conducts one-on-one counseling sessions with students to address academic, personal, and social concerns.
- Assists students in setting and achieving academic and personal goals.
- Provides support for students dealing with challenges such as peer relationships, family issues, and personal development.
- Responds promptly to crises affecting students and provides immediate support.

Collaboration & Support

- Collaborates with school administrators, teachers, and parents to develop and implement crisis intervention plans
- Works with teachers to integrate counseling-related topics into the curriculum
- Communicates regularly with parents to discuss student progress, address concerns, and provide guidance on supporting their child's academic and personal development
- Collaborates with teachers, administrators, and other school staff to create a positive and supportive school culture
- Participates in school-wide initiatives related to student well-being
- Maintains accurate and confidential records of counseling sessions and interventions
- Prepares reports on student progress and counseling activities as needed

Qualifications

- Master's degree in Applied Behavior Analysis, Psychology, Social Work, Counseling, or a related field
- Previous experience in a school counseling or behavioral therapist role preferred
- Excellent interpersonal and communication skills
- Ability to collaborate effectively with students, parents, and staff
- Strong understanding of child development and intervention strategies
- Previous experience working as a behavioral therapist in a school setting is highly desirable.

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS/STRS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to the attention of the Job Search Committee at careers@cincyclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- A statement of your educational philosophy (500 words or fewer)
- Three professional references. Please include email address and phone number for each reference.