

*Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.*



Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 870 students in Pre-K through 12<sup>th</sup> Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community. OES welcomes those who wish to engage in a vibrant, culturally diverse learning community.

**JOB TITLE:** Lower School Counselor

Oregon Episcopal School seeks a skilled, professional, and culturally competent individual to be its Lower School counselor. The LS counselor's role is to demonstrate leadership and affect teacher practices that support the social emotional health of young students. The counselor provides social emotional education and coordinates services for students in Pre-K through 5th grade. This includes observations and coaching of teachers, work with small and large groups of students, and parent collaboration and education. This position is responsible for developing shared strategies and practices for self-regulation, mindfulness, and promoting student social emotional development. Additionally, the counselor develops, leads, coordinates, and promotes initiatives and projects that enhance the wellness of Lower School students. The counselor is expected to be familiar with the concepts of social emotional health as it relates to children's development and emerging brain science. The LS counselor is part of a comprehensive school counseling program that focuses on the social and emotional development of students Pre-K -12. The counselor works closely with LS administration, the LS academic specialist and the LS Student Support Team (SST) to develop strategies and plans to support students' growth. This position reports directly to the LS division head. In addition to the qualifications detailed below, the successful candidate will be able to support the [OES educational mission](#).

This is a full-time, academic year position that starts on August 19 and comes with a competitive salary and benefits package, including 95 percent employer paid group medical, dental, and vision insurance for the employee, 25 percent for dependents, 403(b) retirement plan with generous employer match, abundant professional development opportunities, and one excellent meal daily. See the [OES Benefits Guide](#) for more information.

**ESSENTIAL DUTIES:**

*Student Support:*

- Provide leadership in social emotional programming and curricula developed with responsiveness to student needs.
- Enhance students' ability to recognize emotions in self and others, develop a vocabulary of emotions, express emotions appropriately and regulate emotions effectively.
- Facilitate students' development of social-emotional skills and strategies.
- Assist teachers in developing and implementing strategies that promote social emotional health in the classroom.
- Provide direct support to LS students and advocate for their social emotional needs.
- Develop mindfulness and growth mindset skills in students.
- Provide student social and emotional information, consultation, and support to LS faculty.
- Support the resilience of students that are underrepresented in the OES community.
- Cultivate inclusivity and equity in the OES community.

*Inter- / Intra-Divisional Collaboration:*

- Identify and communicate to LS division head and assistant division head at-risk students or concerns.
- Partner with the LS academic support coordinator to develop plans and systems to remove barriers to individuals' academic success and to promote personal growth, health, and wellbeing.

- Facilitate transitions for students and their families into the Lower School, between grades, and into the Middle School.
- Consult with US and MS counselors regarding the needs of the school, students, and families.
- Help facilitate and ensure effective communication and coordination between all parts of the school community for Lower School students with psychological, psychiatric, and/or mental health needs.

*Family Support / External Work:*

- Provide parents and guardians with information, support, and referrals as needed.
- Assist families who need or request counseling with referrals to outside professionals.
- Develop positive working relationships with community-based professionals to facilitate referrals, educational planning, and ongoing monitoring of student progress.
- Coordinate and consult with external providers for students receiving mental health services.
- Maintain an updated list of counseling referral sources for students and families.
- Maintain contact with and consult with school counselors in the larger community, as needed.

**MINIMUM QUALIFICATIONS:**

- MA/MS or equivalent in school counseling, social work, psychology, counseling, or related field
- Three years' age-appropriate teaching or counseling experience
- Demonstrated expertise developing and leading programmatic initiatives
- Experience working with culturally diverse students
- IT skills: general digital literacy, intermediate to advanced MS Office Suite, database skills, strong understanding of Google's G Suite and other web applications as appropriate to job duties
- Ability to pass a background check and drug screen

**PREFERRED QUALIFICATIONS:**

- Five years' or more experience counseling elementary school age students

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of state and federal laws, mandatory child abuse reporting requirements, available state, county and local services, and testing procedures; ability to maintain confidentiality
- Interpersonal skills, ability to foster and maintain responsive, caring and appropriate relationships with students, families, and colleagues; ability to collaborate and work on teams
- Organizational skills, attention to detail, ability to implement efficient systems, and ability to effectively manage multiple tasks and juggle competing deadlines
- Knowledge of educational technology; openness to innovation, flexibility and willingness to learn as digital tools evolve

**PHYSICAL REQUIREMENTS:**

- Primarily classroom environment, ability to sit at computer and keyboard for moderate periods
- Ability to lift up to 20 pounds on an occasional basis
- Mobility sufficient to move about the campus
- Ability to communicate clearly with students, parents, and groups of individuals

**COMPENSATION:** \$65,000 to \$75,000 per year depending on education and experience

**APPLICATION PROCESS:** Interested candidates should complete the OES Application here:

[https://fs18.formsite.com/OES\\_Form/cv8avkxp4d/index.html](https://fs18.formsite.com/OES_Form/cv8avkxp4d/index.html) and attach cover letter and resume. Open until filled.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.