

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 12th 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: Middle School Counselor

Oregon Episcopal School seeks a skilled, professional, and culturally competent individual to be its Middle School counselor. This position seeks to empower students, partner with parents, collaborate with faculty and staff, and coordinate with outside providers to promote a safe, inclusive, and positive Middle School culture. The MS counselor is part of a comprehensive school counseling program that focuses on the social and emotional growth and development of students Pre-K -12. This is a role that is collaborative with teachers, students, and families one-on-one and in larger groups. This individual also assists in the development and teaching of student programs and curricula that promote student wellness. The MS counselor must possess the ability to balance self-directed work with a strong collaborative approach and an enthusiasm for full engagement in the life of the Middle School. This position reports directly to the MS 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:

- Support the growth of social and emotional competencies, including self-awareness, social problem-solving, self-care, and stress management for all MS students.
- Identify needs, gather information, monitor student progress, and plan for ongoing programmatic responses to needs.
- Implement a range of responsive services including individual and group counseling, parent and faculty consultation, crisis intervention, referral, and coordination with outside providers.
- Work directly with students in classroom environments, such as Health and Wellness classes, to provide programmatic support as needed around topics such as: mindfulness, stress reduction and relaxation, and brain development.
- Help facilitate weekly Student Support Team meetings to identify and support all students.
- Support ongoing professional development and act as a consultant for faculty and staff as needed to best support student well-being and emotional needs of individual students.
- Support and engage in the Restorative Practice approach to problem solving and community building in the Middle School.

Inter- / Intra-Divisional Collaboration:

- Identify and communicate with MS division head about any at-risk students or concerns.
- Assist in crisis situations by providing leadership and/or direct services.
- Partner with the MS academic support coordinator to develop plans and systems to facilitate individuals' academic success and to promote personal growth and wellbeing.

- Work as part of the Middle School Leadership Team to promote positive school culture, partnership with families, and programmatic innovation.
- Collaborate on committee work with Admissions Office through interviews, observations, consultation, and participation in admissions events.
- Engage fully in the life of the MS community by going on grade level overnight trips twice a year, participating in Service Learning events, attending weekly chapel, chaperoning school events beyond the school day, and supervising students outside the classroom as needed.
- Assist students and their families in integrating into the OES community and in transitioning between grade levels and divisions.
- Consult with US and LS counselors on the overall needs of the School, students, and families.
- Help facilitate effective communication and coordination between all parts of the school community for those students with psychological, psychiatric, and/or mental health needs.

Family Support / External Work:

- Provide parents and guardians with information about adolescent development and offer strategies for parenting adolescents, as appropriate.
- Engage in parent education opportunities including monthly Middle School parent community meetings, Back to School Night, and new student orientation activities.
- Develop positive working relationships with community-based professionals in order to facilitate referrals, educational planning, and ongoing monitoring of student progress.
- Assist families who need or request counseling with referrals to outside professionals.
- Coordinate and consult with external referral sources for students receiving mental health services outside of school.
- 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 or psychology or LCSW
- Three years' age-appropriate teaching or counseling experience
- Experience with a range of diagnostic and treatment options for a middle school population
- Able to provide culturally responsive support to 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 middle school 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

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/khmylqr0jy/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.