

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: School Counselor
DIVISION: Upper School
REPORTS TO: Head of Upper School
FLSA: Exempt
TERM: 12 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 800 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

NSA is seeking an experienced counselor with excellent interpersonal, verbal and written communication skills. The school counselor provides a comprehensive school counseling program to approximately 300 students in grades 9-12 that addresses the academic and personal/social development of all students and promotes and enhances student success. The school counseling program should align and work with the school's mission to provide an academically rigorous college preparatory education in an atmosphere fostering moral character, respect, responsibility and compassion. Below are job responsibilities, which include, but are not limited to:

Essential Functions:

Personal-Social Growth

Provide responsive services that consist of prevention and/or intervention activities to meet students' immediate and future needs through:

- Individual counseling with students on an as-needed basis.
- Consultation with advisors, parents and teachers.
- Referrals to outside support services or community resources.
- Collaboration with private therapists.

Academic Development

Provide academic counseling through individual student planning, consisting of:

- Participation in parent-teacher conferences as needed.
- Monitoring student grades in Blackbaud. Conduct a comprehensive review at interim reporting periods and trimester end.
- Reviewing Academic Action Plans for students on Academic Probation. Monitor the progress of these students. Communicate with advisors, parents and teachers.
- Coordinating course registration each spring in conjunction with the Registrar. Advise students regarding course options, teacher recommendations and course selection.
- Coordinate scheduling and registering students for the next academic year, in conjunction with the Registrar and Upper School Head.
- Collaborating with the Head of Upper School on the unique needs of students (i.e., learning styles, personality traits, etc.) in determining course placement.
- Administering placement tests to new students. Assist students in developing schedules.
- Serving as a member of the Admissions committee.
- Maintaining educational testing files. Educate teachers regarding learning differences of students.

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- Assist the Director of the Center for Academic Excellence in the Services for Students with Disabilities for standardized testing (AP, PSAT, SAT, ACT). Apply for and provide accommodations for testing. Perform all other duties as may be deemed necessary by the Head of Upper School and/or Administration.

Testing Coordinator

- Test Coordinator for PSAT/NMSQT and SAT/ACT School-Day Testing
- Responsible for testing site and staff
- Order testing materials and ensure they are received, handled and stored securely
- Supervise all activities related to testing, including pre-administration sessions and accommodated testing.
- Assume responsibility for fee waiver processing and submitting payment of the invoice
- Responsible for returning all testing materials

School Guidance

Activities delivered throughout the division in collaboration with other professionals to include:

- Prepare and present an informational evening program for the parents of 9th grade students in preparation for transition to the Upper School.
- Coordinate the Upper School Awards program.
- Assist of Office of the Head of School and other School Counselors with scheduled HOS Speaker Series and other Health and Wellness initiatives.

Support and Management

Activities that maintain and enhance the school counseling program and are reflective of the division's needs, to include:

- Collaboration with the Dean of Students to address student concerns (discipline/behavior, attendance, familial concerns, etc.).
- Maintaining open and regular communication with the Head of Upper School regarding student, parent and teacher concerns.
- Contribute to the life of the school by attending and chaperoning school events, outside of school hours
- Utilization of technology (Google G Suite for Education, Blackbaud, etc) to keep stakeholders informed and promote accountability and efficient/effective communication

Required Education / Background:

- A bachelor's degree in education, psychology or a related field
- A Master's degree in school counseling or related degree
- Certification/licensure in school counseling preferred
- Extensive experience as a Secondary School Counselor, ideally in an Independent School environment

Required Skills:

- Ability to communicate effectively, orally and in writing, with all stakeholders
- Demonstrated experience using MS Office, Google G Suite for Education, student information systems such as Blackbaud.
- Must embrace the School's mission and culture.

N A N S E M O N D - S U F F O L K A C A D E M Y

Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Amy Morrell, Executive Administrator, Office of the Head of School, at amorrell@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.