

**Counselor**  
Position Description

Nashoba Brooks School is a co-ed preschool and lower school and an all-girls middle school with an enrollment of 300. The school is committed to personal excellence in academics, athletics and the arts within its mission of preparing students for "...a life of continuous learning, accomplishment, and leadership in a diverse and changing world." Nashoba Brooks is committed to providing an anti-bias education. We believe that diversity enriches our perspectives, strengthens our community and challenges individuals to become agents of change in creating a more fair and equitable world.

The Counselor position is a 10-month, full-time position starting on August 15, 2012 and reporting to the Head of School. This role is designed to provide day-to-day support for the social-emotional and behavioral needs of Nashoba Brooks' students in preschool through grade 8. The Counselor will work closely with teachers and the School's Consulting Psychologist to provide a comprehensive school-counseling program including developmental, preventive, remedial, and responsive services to support student learning.

**Specific Responsibilities:**

- Work closely with Consulting Psychologist and Program Leadership Team to establish a comprehensive school-counseling program, including an effective system for evaluation of program effectiveness.
- Provide individual and group counseling services to meet the developmental, preventive, remedial, and responsive needs of students.
- Communicate the goals of the comprehensive school-counseling program to constituents including administrators, teachers, students, and parents.
- Maintain current and appropriate resources for use with all constituents.
- Consult with students, parents, teachers, and administrators to assist in meeting the needs of students.
- Conduct observations of students.
- Accurately and appropriately interpret and utilize student data, including educational testing, to assist in meeting students' academic and social-emotional needs.
- Implement an effective referral and follow-up process as needed.
- Adhere to ethical standards of the counseling profession, and abide by the laws, policies, and procedures that govern the school.

**Qualifications:**

- Master's Degree in counseling or social work required. Massachusetts License or Certificate preferred. In lieu of Massachusetts License or Certificate, Nashoba Brooks will provide support for clinical supervision.
- Experience working with students in preschool through grade 8.
- Strong oral and written communication skills.
- Demonstrated ability to communicate directly, effectively, respectfully, and constructively with people of all ages.
- Excellent problem solving and project management skills.
- Demonstrated commitment to continuous learning at both the individual and institutional level, including the ability to receive and grow from constructive feedback.
- Demonstrated understanding of, and commitment to, working with diverse populations.

**Application:**

Interested candidates should submit a cover letter, résumé, and three references to [counselor@nashobabrooks.org](mailto:counselor@nashobabrooks.org).