



Company Profile: Montverde Academy is a coeducational independent school that serves grades pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

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| Job Title: | Montverde Academy Director of School Counseling | Contact: | Kimberly Brauman Associate Dean of the Upper School Director of Health and Wellness |
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Job Description: This position offers direction, support, and guidance to the school counselors and aids with the Upper School instructional programs and student services. This position is full time, 12-month, and serves under the direction of the Associate Dean of the Upper School.

- Responsibilities:**
- Provide direction, support, and guiding to the school counselors.
 - Evaluate the needs of the Montverde Academy School Counseling Department.
 - Propose strategies and plans to best support the academic, social, and emotional well-being of the students at Montverde Academy.
 - Work with others to implement and continue to evaluate SEL Programs school wide.
 - Facilitate routine meetings with the school counselors to discuss Social Emotional Learning, Staff Wellness and encourage a positive culture and comradery.
 - Serve as an active member of the Wellness Committee.
 - Work in conjunction with the Counselors on Faculty Wellness Plan.
 - Work with School Counselors on Training Coaches, Faculty, Staff, and Housing Parents on issues related to the students' social/emotional needs.
 - Proactively communicates information concerning issues of student social and emotional health to the Associate Dean of the Upper School and the Dean of the Upper School.
 - Develop individual weekly counseling sessions for recommended students.
 - Develop small group counseling sessions with students with common situations/issues.
 - Develop large group counseling sessions regarding age-appropriate issues.
 - Maintain student records consistent with MVA expectations and Florida law.
 - Maintain positive relationships with faculty, staff, students, and parents.
 - Report to the Dean and the Associate Dean of the Upper School any concerns regarding faculty, staff, parents, students, and/or situations.
 - Support faculty members in helping students with social/emotional needs.
 - Communicate any discipline situations to the Dean of the Upper School and Deans of Students Office.
 - Utilize effective communication with members of the school community regarding issues.
 - Facilitate parent meetings on various student developmental issues.
 - Assist Upper School students in developing educational goals and planning for Upper School course selections. Specifically, work with the Dean of the Upper School to provide academic plans and schedules for all 12th graders.
 - Conduct and facilitate conferences with teachers, students, and parents when necessary.
 - Assist faculty members and/or parents in providing outside resources for social/emotional needs.
 - Work in collaboration to refer and follow-up with Family Life Counseling Center, Students, and Families on any School Based Therapy needs.
 - Work in collaboration and follow-up with outside counselors, students, and families on any outside counseling needs.

- Work in cooperation with the Director of Learning Support Services on meeting student needs.
- Assist in the supervision of Upper School students from 7:30 a.m. to 4:00 p.m. when necessary!
- Attend Upper School assembly programs during the school day when available.
- Attend school functions such as MVA Way (Orientation), Transition Night, Open Houses, Honors Night, Baccalaureate, and Graduation

Other Responsibilities: Assist the Dean of the Upper School in school-related issues as needed. Provide support to the Associate Dean of the Upper School in the management of the school counselors, nurses, and the planning and implementation of school health and wellness initiatives.

Qualifications:

- A graduate degree in school counseling or related field. degree preferred.
- A demonstrated passion for life-long education.
- The ability to work with and communicate with a diverse population of constituents—colleagues, parents, students, and community members.
- The ability to build consensus and effectively engage the support and input of stakeholders.
- Experience working in community service programming, college counseling, college admissions, and/or student advising.
- Strong oral and written communication skills.
- Strong organizational skills.

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand, walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.