



**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.

**Job Title:**

Montverde Academy Upper School Counselor

**Contact:**

Kimberly Brauman Associate Dean of the Upper School Director of Health and Wellness

**Job Description:** This position serves under the direction of the Assistant Head of School/ Upper School/Student Affairs and aids with the Upper School instructional programs and student services. The school counselor assumes duties and responsibilities as directed and supervised by the Dean and Associate Dean of the Upper School. Duties and Responsibilities of the Upper School Counselor may include:

- Work with LS/MS Counselor on Training Coaches, Faculty, Staff, and Housing Parents on issues that might be related to the social/emotional needs of the students.
- 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.
- Assist the upper school administration with Grade 10 and Grade 11 schedules.
- Maintain student records consistent with MVA expectations and Florida law.
- Work in conjunction with others to implement the SEL Program (Open Parachute) during the 2024-2025 school year.
- Facilitate classroom visits and/or teaching on counseling related topics.
- Work collaboratively with the Director of School Counseling to offer information that needs to be shared with the Wellness Committee.
- Work in conjunction with the LS/MS Counselor on Faculty Wellness Plan
- 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 Deans of Students Office
- Utilize effective communication with members of the school community regarding issues of concern.
- Facilitate parent meetings on various student developmental issues.
- Assist Upper School students in developing educational goals and planning for Upper School course selections.
- 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 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
- Assist the Dean of the Upper School in school-related issues as needed.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to stand/sit for extended periods of time.
- Must be able to ascend and descend stairs, as well as stoop, kneel, crouch, or crawl.
- Ability to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Constantly uses speech and hearing to communicate to a diverse population.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally moves/lifts up to 25 pounds.