



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:	Middle School Counselor	Contact:	jobs@montverde.org
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Job Description: The Middle School Counselor works collaboratively with the Middle School administration, faculty, and staff to support the social and emotional development of students in grades six through eight. This role involves planning, implementing, and evaluating the Social and Emotional Learning (SEL) curriculum within the Middle School Advisory program, as well as providing counseling services and resources to students. The counselor also plays a role in facilitating the transition of students from one division to the next.

- Responsibilities:**
- Assume duties and responsibilities as directed and supervised by the Dean and Associate Dean of the Middle School along with the Director of School Counseling
 - Work to plan and direct implementation of the SEL curriculum within the Middle School Advisory program
 - Assist in evaluation of SEL curriculum
 - Work in conjunction with LS/US Counselors on Faculty Wellness plan
 - Work with LS/US Counselors on training coaches, faculty, staff, and housing parents on issues that are related to the social/emotional needs of students
 - Develop individual weekly counseling sessions for recommended students
 - Develop small group counseling sessions for students with common situations/issues
 - Develop large group counseling sessions regarding age-appropriate issues
 - Maintain student records consistent with school expectations and Florida law
 - Build and maintain positive relationships with faculty, staff, students, and parents
 - Report to the Dean and the Associate Dean of the Middle School and the Director of School Counseling any concerns regarding faculty, staff, parents, students, and/or situations
 - Support faculty members in helping students with social/emotional issues
 - Communicate any potential discipline issues to the Dean and the Associate Dean of the Middle School
 - Utilize effective communication with members of the school community
 - Facilitate parent meetings on various student development issues
 - Conduct and facilitate conferences with teachers, students, and parents when necessary
 - Assist faculty members and parents in finding outside resources for social/emotional needs
 - Work in collaboration with Family Life Counseling Center, students, and families on outside counseling needs
 - Work in cooperation with the Director of Learning Support Services on meeting student needs
 - Assist in the supervision of Middle School students from 7:30 a.m. to 4:00 p.m. when necessary, including arrival, dismissal, and lunch
 - Assist students in developing educational goals and academic planning for Upper School course selections
 - Connect with parents to address plans for student improvement when students are experiencing academic, social, or emotional challenges
 - Conduct professional development for faculty about the developmental needs of students
 - Attend Middle School assembly programs during the school day and present during assembly programs on occasion
 - Attend school functions such as Flight School, Middle School Orientation, Transition Night, Open Houses, Middle School Socials, and Honors Nights

- Assist the Dean and the Associate Dean of the Middle School and the Director of School Counseling in school-related issues as needed

Skills and Qualifications:

- A minimum of a Bachelor's degree, with a degree in School Counseling, Psychology, or Behavioral Science preferred
- The ability to work with and communicate with a diverse population of constituents
- Proven success working collaboratively with students, faculty, staff, parents and community leaders
- Outstanding interpersonal skills, including excellent oral and written communication skills
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, etc.
- Detail oriented and resourceful, with the ability to maintain accurate records and collect and report data
- Strong work ethic and high level of integrity, with the ability to maintain strict confidentiality concerning school business
- Strong proficiency with technology, including Microsoft Office applications

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.