



School Counselor Position Description 2022

POSITION DESCRIPTION

St. Richard's is currently seeking a full-time School Counselor beginning March 21, 2022.

DESIRED QUALIFICATIONS AND SKILLS

This successful candidate will:

- Be a licensed Indiana School Counselor.
- Knowledge of and/or experience with Comprehensive School Counseling Programs (Indiana Gold Star, RSC, ASCA RAMP, etc.).
- A strong understanding of the unique needs of students across all divisions (Pre-K - grade 8).
- A sensitivity and knowledge of the needs of a diverse community and the ability to work effectively with students, parents, teachers, and other stakeholders from diverse backgrounds.
- Experience establishing programs for training teachers, parents and students in areas of social-emotional understanding, growth and support.
- A desire to work collaboratively as a member of the St. Richard's community and Student Support Team to help students and colleagues.
- A positive and firm approach to classroom management.
- An ability to communicate effectively with the entire school community including students, colleagues, parents, support staff and administration.
- A willingness and the ability to engage in learning experiences beyond the classroom (including occasional nights and weekend events).
- Welcome ongoing conversations/discussions with students' parents, colleagues, administrators, peers from other institutions, and professional networks.
- The ability to review and discuss all psycho-educational testing and collaborate with the student support team to ensure students needs are met to the best of our ability.
- Lead students and faculty to assess and proactively address social, emotional and behavioral issues that may arise within the school community.
- Implement school-wide, grade level, group and individual support programs and health education/life skills resources for the school community.
- Collaborate with school leadership on the overall program with particular attention to equity and access, achievement and opportunities for all students.

- School Counselors from CACREP (Council for Accreditation of Counseling & Related Educational Programs) accredited graduate counseling programs preferred.
- Ability to support emotional, social and behavioral counseling for students.
- Knowledge of support services outside of school and relationships with outside providers to assist families who need additional support.

MISSION & DESCRIPTION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#) which includes uploading a resume and cover letter. Additionally, please send an introductory email to Head of Early childhood and Lower Division, Mrs. Cherie Bowen (cbowen@sresdragons.org) and Middle Division Mr. John Brady (jbrady@sresdragons.org).

WHY ST. RICHARD'S:

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Our most recent graduating class is a good example of the impact of a St. Richard's education. The Class of 2021 were accepted into the high school of their choice, earned over \$525,000 in merit financial aid, won multiple National Championships in math competitions, placed 3rd in the country in the We the People, and are prepared for their next stage in life with knowledge and values for a lifetime.