Available Position: Upper School Counselor

Department: Upper School

Reports to: Head of Upper School

FLSA Classification: Exempt (Salary)

Full/Part Time: Full Time (10 months)

Date Posted: January 21, 2020

Start Date: August 2020

About Hockaday:

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of almost 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:

The Hockaday School is an extraordinary place to work, with bright and engaged students and unparalleled professional development opportunities and support.

Hockaday’s Counseling program is comprised of four counselors, one in the Lower School, one in the Middle School, and two in the Upper School. All four counselors work closely together and with the Division Heads, Director of Learning Support, and the Director of Health Services and have significant training and experience in counseling, wellness education, therapeutic intervention, and program development. Candidates should have a strong knowledge of child development, mental health issues in adolescence, and learning disabilities and an understanding of a wide variety of intervention skills, methods and strategies to meet individual student needs.
**Essential Functions:**

The Hockaday School seeks an experienced Upper School Counselor for the 2020–21 academic year. An earlier start date is desirable. The Upper School Counselor will play an integral role in helping to shape Hockaday’s counseling program into a nationally recognized, innovative and researched-based model of support and programming. This position is primarily responsible for the support of Upper School students, their parents, and Upper School faculty. The Upper School Counselor reports to the Head of Upper School and meets regularly with the Head of Upper School and the School Guidance Team to review student issues and plan programming that supports the students, faculty, and parents.

Utilizing counseling expertise, leadership, advocacy, and collaboration, the Upper School Counselor promotes student success, provides preventive services and programs, and timely responds to identified student needs by implementing a comprehensive counseling program that addresses academic and personal/social development for all Upper School students.

The Upper School Counselor provides developmentally-appropriate individual counseling; addresses the developmental needs of students by designing programming for students and faculty/staff; consults with and counsels parents on the personal success of their children; consults with faculty on developmental issues which impact a student's performance in the classroom; provides crisis intervention within the school setting; and makes appropriate referrals to outside agencies.

Specific responsibilities of the Upper School Counselor include the following areas:

- **The Upper School Counselor builds deep relationships with students, families, and staff to foster a culture of community. S/he maintains strong lines of communication with families about student progress, and goes above and beyond to support and collaborate closely with faculty/staff colleagues in the shared commitment to Hockaday’s mission.**
- **The Upper School Counselor meets regularly with day and boarding students for short-term counseling and intervention and with parents as appropriate.**
- **The Upper School Counselor designs and implements programming focused on the social, emotional, and age-appropriate development of the girls. The programming includes short-term initiatives as well as long-lasting fundamental programs that support the students during their time in Upper School and in the Residence Life Program.**
- **The Upper School Counselor is expected to engage in the lives of the girls to develop a sense of trust and rapport. The Upper School Counselor is expected to be involved with students in a variety of ways including but not limited to observing classes regularly, attending sporting events and performances, and attending Residence Life events and programs.**
- **The Upper School Counselor provides counseling support and resources for Hockaday’s Residence Life Department.**
- **The Upper School Counselor attends regular Student Support meetings.**
- **The Upper School Counselor attends Form-specific or Division-wide overnight field trips as needed. In the Upper School these include the Form Retreats and the ISAS Fine Arts Festival.**
- **The Upper School Counselor is responsible for maintaining a current list of referrals for evaluation and treatment professionals and assisting boarding students in securing appointments.**
- **The Upper School Counselor is responsible for being visible within The Hockaday School’s diversity efforts.**
• The Upper School Counselor is expected to remain current in his/her professional field, attend professional conferences, read current literature in the subject area, and stay current with data, trends, and research on adolescence.
• The Upper School Counselor will maintain relationships with professional counseling peers at area schools.

Qualifications:

• Bachelor’s Degree in school counseling, social work, or related field required.
• Master’s Degree in school counseling, social work, or related field required.
• A commitment to the ideals expressed in Hockaday’s Tenets of Faculty Excellence
• Experience working with adolescents in a counseling setting, preferably, of diverse backgrounds
• High School counseling experience preferred.
• Experience working in a school setting preferred (preferably in an independent school)
• Experience developing and implementing student programs

Application Requirements:

Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.