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EMPLOYMENT LISTING

Upper School Counselor

St Louis, MO

Summary: Principia is looking for a school counselor. Your work is grounded in Mary Kimball Morgan’s philosophy that each child has unlimited potential and possesses the ability to be successful in academics and all elements of the “whole man” educational philosophy. As a school counselor, you support the educational and personal development of students, as well as their college and career preparedness, while advancing the mission and core values of The Principia. You lead the planning, development, and implementation of student progress/advancement/improvement. You monitor student academic performance, discussing needed progress with students, parents, and teachers. You nurture the social and emotional needs of students. You develop and execute Counseling Curriculum that includes Academic, Social & Emotional, and College & Career elements. You guide students through the college search and application process and support faculty with student performance. You maintain confidentiality in all work performed.

Primary Responsibilities

- Connect with students to build a relationship founded on trust
- Provide a safe environment for students to discuss any topic and manage difficult or emotional student situations effectively
- Support students in having a voice in determining their experience
- Actively guide students to help them develop and meet their educational goals
- Specifically nurture students in our core value LOVE
 - Limitless potential
 - Overcome obstacles
 - Value, God, ourselves, and others
 - Embrace excellent
- Collaborates with faculty and LEC to ensure students are placed correctly and are maintaining high academic and character standards
- Advises about the college search process and writes letters of recommendation to colleges

- Manages student scheduling, resolving conflicts and working with students to make needed adjustments
- Maintains student academic information and stays current with academic software
- Evaluates transcripts of new and returning students to determine their placement
- Designs a four-year plan for each student
- Helps plan and implement annual career fair
- Ensures the continual improvement and development of knowledge and skills by participating in professional growth through local, state, and national counseling organizations as well as through college visits and professional reading
- Adds value to professional learning community where faculty and staff are continually improving their practices (e.g., keeping faculty and parents well informed of college demands and the changing college landscape)
- Works occasional night and weekend hours to support testing activities and student meetings, as well as commencement ceremonies and other student events

Core Competencies

- **Positivity:** Optimistic, positive, and focused on elevating and bringing out the very best in themselves and others. Faculty and staff are invited to understand teammates' strengths and how they can complement each other.
- **Team players:** Ability to collaborate and partner with peers and senior leaders is critical, with an ability to listen, give and receive feedback, and be comfortable exchanging ideas and speaking candidly in a professional and collegial manner
- **Strategic thinkers:** Ability to consider complex topics from multiple perspectives and offer innovative solutions.
- **Innovative:** Presents a problem-solving mindset that helps our team come up with creative solutions to challenging issues, with a mentality of self-improvement and organizational excellence; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas

Minimum Qualifications

- Student of Christian Science
- Supportive of Principia's mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- Willingness to turn readily to God for guidance
- Bachelors' degree; job-related Master's degree preferred (within 3 years of hire); additional graduate work in related area is highly desired
- Strong communicator - both verbal and written
- Proficiency with a variety of technology and software tools (spreadsheets, word processing, and academic and college counseling software tools)
- School counseling experience preferred – credentials

The statements above describe the general nature and level of work but are not a complete list of responsibilities and are subject to change at the discretion of Principia.

Equal Opportunity

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

For more information: www.principia.edu/jobs; Beth.Trevino@principia.edu; 618-374-5202

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