



## School Counselor

### Our Mission

**Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.**

### Position Overview

The Lower School Counselor works with students, both directly and indirectly, to provide emotional support for Lower School students. The Lower School Counselor collaborates and partners with students, teachers and families to best meet student needs, both individually and within the context of their grade level and school community.

### Primary Responsibilities:

#### Students

- Conduct short term individual and group counseling.
- Counsel Lower School children toward social and emotional growth.
- Guide individuals and groups of students through the development of life skills.
- Educate students on understanding self, specifically their individual strengths and challenges.
- Correspond with outside specialists and agencies.
- Aid in the understanding of the consequences of actions for self and others.
- Assist students in dealing with a family crisis (e.g., separation, divorce, death, neglect and abuse, unemployment and alcoholism).
- Assist with development of students' self-esteem.
- Aid in the development of conflict-resolution skills and decision making.

#### Parents

- Assist parents/guardians in helping students set and achieve goals.
- Refer families to special programs, specialists and outside agencies, as needed.
- Provide individual parent conferences for students when necessary.
- Conduct parent workshops when necessary or requested.
- Complete assessments, referrals and counseling with students and families.
- Serve as consultant to parents/guardians, staff and administration.

#### Faculty

- Participate in parent-teacher conferences as needed.
- Attend morning grade level meetings.
- Assist in appropriate students referrals.
- Team with Lower and Middle School Directors.
- Team with grade level coaches and other counselors.
- Team with teachers in the creation of behavioral management plan and other student support tools.

### **Administration**

- Inform administration of various student's needs or issues.
- Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school.
- Keep accurate records of all counseling and guidance activities.
- Protect the confidentiality of student records and release personal data in accordance with state laws and Board policies.
- Participate in any applicable crisis intervention for students.
- Establish and maintain a cooperative relationship with faculty, staff and administration to facilitate the provision of optimum guidance and counseling services.
- Participate in activities that contribute to the effective operation of the school.
- Plan and evaluate the counseling program.
- Pursue continuous professional growth.
- Serve as member of the Admission Committee.
- Attend workshops and other professional growth activities.
- Work with the administration on additional activities as necessary.
- Craft monthly counseling newsletter, for parents to learn useful information about student needs.
- Other duties as assigned.

### **Education, Certifications, and Work Related Experience:**

#### **Required**

- Master's degree preferred in field of social work and counseling.
- PPS, K-12, Credential preferred.
- Experience in providing the services required by this position.
- Minimum of five years counseling preferably in school setting with language based learning differences

#### **Additional Skills:**

Demonstrate the ability to work with children of all ages who are dealing with various learning challenges.

Showcase excellent written and verbal communication skills.

Ability to work on a team and collaborate with school professionals.

Partner with parents.

Demonstrate ability to multi task and manage competing priorities.

Have the ability to cooperate with staff, parents/guardians, administration and community resource people.

Have the ability to develop rapport with students.

Be able to analyze and offer problem-solving techniques.

Have patience.

Be able to empathize and understand students' concerns.

Possess teaching skills to administer developmental guidance curriculum; organizational skills; computer literacy; and knowledge of the developmental guidance philosophy.

Keep records and organize materials and time around duties listed in responsibilities.

**Charles Armstrong School offers:**

- Competitive salaries commensurate with experience
- Attractive medical, dental and vision package, 403b plan
- Tuition reimbursement
- Team-teaching model
- Instructional coaches
- Professional development program
- Collaborative teaching environment with seasoned professionals

Direct resumes and cover letter to  
Hiring Committee  
Hiringcommittee@charlesarmstrong.org  
(650) 592-7570  
Charles Armstrong School  
1405 Solana Drive, Belmont, CA 94002  
[www.charlesarmstrong.org](http://www.charlesarmstrong.org)

Charles Armstrong School is the premier school for children with dyslexia and related learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 240 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.

Charles Armstrong School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or sex in the administration of its educational and employment policies, financial aid programs, and athletic and other school-administered programs. Inquiries concerning the application of Title IX and the Title IX regulations to the School may be referred to the Title IX Coordinator or to the Small Business Administration's Assistant Administrator for Equal Employment and Civil Rights Compliance. The School's Title IX Coordinator can be contacted as follows:

Madonna Uyenoyama  
Charles Armstrong School  
[1405 Solana Drive, Belmont, CA 94002](http://1405SolanaDrive.com)  
P (650) 592-7570 ext. 1228  
[muyenoyama@charlesarmstrong.org](mailto:muyenoyama@charlesarmstrong.org)