



School Counselor Job Description

Position:

The Stanley Clark School seeks an experienced, organized, and collaborative full-time School Counselor for the 2026-2027 school year who is eager to work with students spanning preschool to grade 8, along with their parents, teachers, and division directors to support their growth and wellbeing. This is a 10-month position reporting to the Director of Early Childhood and Lower School.

About Stanley Clark:

Stanley Clark is a preschool through grade 8 independent school in South Bend, IN. Our Mission states: “We inspire each student to find a joy of learning through a comprehensive journey rooted in excellence, igniting limitless potential.” Our Core Values guide all that we do:

- ◆ Engage as empathetic critical thinkers
- ◆ Seek and build meaningful and authentic connections
- ◆ Foster a nurturing environment of kindness and integrity
- ◆ Empower through respectful collaboration
- ◆ Embrace a spirit of curiosity

All employees must be of outstanding personal character, show a willingness to collaborate, think creatively, innovate, and exhibit a commitment to continuous improvement that ensures our students’ experiences at school are second to none each and every day.

Essential Duties & Responsibilities:

Student Guidance/Counseling Meetings

- Meet with students who come up as students of concern in consultation with the Division Director and classroom teachers. Perform regular “check-ins” with a caseload of students throughout the week and keep parents/teachers informed about strategies discussed.
 - Provide short term evidence-based counseling for individual students and run therapeutic small groups, helping students develop coping strategies, resiliency, social skills, self-regulation skills, self-awareness skills, and communication skills

- Communicate with each student's teachers/parents after each session about their progress during these sessions and upcoming goals/strategies to attempt
- Provide drop-in individual counseling for students as needed
- Mediate intrapersonal and interpersonal conflicts that arise with students and keep parents, teachers, and the Division Directors updated as needed

Teaching

- Teach SEL curriculum in a classroom setting based on teacher topic requests
- Support with advisory curriculum and/or student needs as requested by the Middle School Director or advisors

Behavioral/Learning Differences Support

- Administer student screeners and assessments for a variety of learning, behavioral, and mental health challenges
- Interpret neuropsychological reports and determine appropriate student accommodations in consultation with classroom teachers and the division director; document those accommodations in an Educational Accommodation Plan (EAP)
 - Coordinate the annual review/update of EAPs with the child's teachers, parents, and division director.
 - Share meeting summaries with teachers and families following EAP and/or parent meetings.
- Download mid-quarter grades for all Middle School students to alert advisors of failing grades
- Assist Middle School advisors in preparing action plans for students with more than one failing grade at the mid-quarter
- Collaborate with teachers to provide insight on students of concern
- Maintain targeted school referral lists for service providers such as therapists, behavioral support, social skills groups, play therapy, developmental pediatricians, and other clinicians
- Provide space and support for students requiring extra time or modified testing conditions
- Help Director of Middle School coordinate ERB testing
- Coordinate with on-campus private tutors and a private speech and language pathologist to schedule the use of on-campus space, monitor caseloads, track student progress, and keep referral lists updated
- Coordinate with the Non-Public School Coordinator at South Bend Community Schools Corporation for SBCSC's speech/language services and other special

education testing/services. Attend annual conferences as the school representative.

- Observe students and classes where student behavior is a concern or where learning differences impact a child's growth and consult and collaborate with faculty and administration on social-emotional and behavioral issues that arise
- Act as a resource for school leaders, faculty, and parents regarding current research on social-emotional development and mental health.

Other

- Other duties as assigned, including carline, lunch, and snack duty.
- Serve on the Admissions Committee, supporting the review and discussion of student applications

Qualifications:

Candidates should be experts in child development and must have previous experience in school counseling. Qualified candidates will possess at least 3-5 years of counseling experience in a school setting and a Master's degree in counseling or school psychology.

Compensation:

The position offers all benefits afforded to full-time employees, including but not limited to comprehensive health benefits, generous paid time off, paid life insurance, tuition remission, a generous retirement plan, and professional development. Salary is based on experience.

How to Apply:

Submit a cover letter, resume, and a list of at least three professional references to Kelly Goodspeed (kgoodspeed@stanleyclark.org), Director of Early Childhood and Lower School, as soon as possible. Candidates will be alerted before references are contacted.

The Stanley Clark School is an equal opportunity employer. The Stanley Clark School does not discriminate on the basis of race, color, national or ethnic origin, gender, or sexual orientation in administration of its educational policies, admissions policies, scholarship programs and athletic or other school-administered programs.