



# Oregon Episcopal School

## DIRECTOR OF COUNSELING AND LEARNING SUPPORT

Portland, Oregon



START DATE: August 1, 2024

**OUR MISSION:** Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

**ABOUT US:** Founded in 1869, Oregon Episcopal School today occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry-based curriculum, and a strong sense of community. The Upper School also includes a small boarding program of international and domestic students who live and learn together enhancing the vibrancy of the school community.

The School values employees who seek to continually develop the OES Essential Competencies in themselves and others and are prepared to engage in a vibrant, diverse learning community. Committed to the professional development of our faculty, teachers are guided by the Learning and Teaching at OES faculty growth model.

As an Episcopal school, we are rooted in a rhythm of gathering and reflection that values and respects all beliefs and cultures. As such, we educate toward a larger purpose— toward inclusion and respect, service and justice, and commitment beyond ourselves.

### JOB SUMMARY:

The **Director of Counseling and Learning Support** is an experienced educational professional with a deep understanding of and/or background in health and wellness education, academic support systems, positive behavioral information and systems in pre k-12th grade, response to intervention experience, and a proven track record working in a school setting. This position oversees the development and implementation of the comprehensive school counseling and learning support programs in partnership with the division heads and the counseling and learning support teams. to envision strategies and systems for proactive and responsive social, emotional, and behavioral programming. This position reports to the associate head of school, supports the well-being of students, and works collaboratively with school leadership, faculty, and outside providers to envision strategies for proactive programming, leads curricular and pedagogical innovation, and promotes the academic and social-emotional development and well-being of all OES students.

This position also provides short-term solution-focused counseling to students in need.

In addition to the qualifications detailed below, the successful director of counseling and learning support will promote the School's commitment to attracting and retaining a highly talented and diverse faculty, possess excellent communication and interpersonal skills, and have the ability to support the school's educational mission. As professional educators in a dynamic living and learning environment, employees are required to model professional behavior and observe appropriate adult-student boundaries to support a safe and supportive community for teaching and learning. The ideal candidate will have a demonstrated gift for engaging a diverse student body and strengthening the inclusive community of OES.

In addition to administrative responsibilities, employees participate in a variety of activities typical to the independent school environment, including advising, committee work, support of experiential education, and other duties as assigned.



**REPORTS TO:** Associate Head of School

## ESSENTIAL DUTIES:

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- Collaborate with the associate head of school, division heads, and counseling and academic support teams to develop and implement OES's strategic approach to counseling and learning support.
- Review, coordinate, and collaborate on the scope and sequence for social-emotional learning and wellness programming across the school.
- Collaborate with school counselors to coordinate training for student leaders, faculty, and staff in subjects such as SEL skills, mental health literacy, resilience, suicide prevention, mindfulness, substance abuse prevention, sexual health education, etc.
- Support and coordinate the work of our counseling team and learning support team; helping them to innovate in our support offerings, structures, and systems, while increasing coordination and communication across divisions and programs.
- Oversee, mentor, and support school counselors, learning support staff, and the Upper School Health and Wellness Coordinator.
- Work in partnership with counselors, learning specialists, and families to make referrals to mental health care and neuropsychological evaluation providers in the community as appropriate; maintain communication with mental health providers to ensure consistency and continuity of care.
- Partner with the health director and nurse, as well as members of school leadership, to lead mental health crisis-response support, including evaluating and assessing students for mental health concerns.
- Partner with the nurse, counselor, learning support, and assistant heads to support students on medical leave.
- Collaborate with the chaplaincy to identify opportunities to extend pastoral support services as part of a holistic approach to wellness.
- Work closely with the director of residential life and dorm team to support emotional health and wellness in OES's residential life program.
- Provide short-term solution-focused counseling to students as needed.



## MINIMUM QUALIFICATIONS:

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- 5 years of experience working with children and adolescents in a school or clinical setting.
- Master's degree in psychology, counseling, clinical social work, special education, or related field.
- Intercultural competence, ability to work with sensitivity and effectiveness with students, families, and colleagues of diverse backgrounds and identities, demonstrated commitment to equity and inclusion for people of all backgrounds and identities.
- Digital literacy; intermediate to advanced proficiency in MS Office Suite, Google Docs/Sheets, and other web-based applications; database management.
- Video-conferencing experience, as appropriate to job duties; flexibility and willingness to learn as digital tools evolve.
- Ability to pass a criminal background check.

## PREFERRED QUALIFICATIONS:

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- 10 or more of experience working with children and adolescents in a school or clinical setting with at least 5 years of experience of school-based work.
- Ph.D. or PsyD in psychology, counseling, clinical social work, or related fields.
- Masters in Special Education.
- Experience working at an administrative level.
- Experience as a school psychologist.
- Clinical licensure in the State of Oregon or the ability to obtain Oregon licensure.
- Completed professional development and/or training(s) or direct experience in crisis management.



## KNOWLEDGE, SKILLS, AND ABILITIES:

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- A skilled communicator (verbal and written) with ability to effectively communicate with groups as well as individuals, manage confidential information in compliance with the law and best practice, and effectively translate clinical and counseling concepts into the classroom and an educational framework.
- An enthusiastic partner in supporting the school's commitment to consistently apply principles of equity, inclusion, and anti-racism in day-to-day work and in the broader workplace community.
- A dynamic collaborative partner with strong organizational skills and ability to work well on teams.
- A self-starter who can deal with the complexities of working at a large school within three divisions.
- An innovator who is a careful and thoughtful collaborator, especially with our Equity & Inclusion office, our Teaching and Learning team, and our Parent Partnership association.
- An informed practitioner who understands brain science and research around wellness and learning support and who can communicate their knowledge to all constituencies.

## PHYSICAL REQUIREMENTS:

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- Ability to sit at computer and keyboard for moderate periods.
- Mobility sufficient to move about the campus, including climbing stairs.
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly.
- Ability to lift and carry up to 25 pounds on an occasional basis.

## SALARY:

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This is a full-time, eleven-month position that comes with a competitive salary based on degrees and experience, abundant professional development opportunities, and a generous benefits package.



## HOW TO APPLY:

Oregon Episcopal School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Head of School Michael Spencer), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at [alison@dovetailedsourcing.com](mailto:alison@dovetailedsourcing.com). Please do not contact the school directly.

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*Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of age, color, disability, gender (including gender identity or expression), genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or other legally protected characteristic or status.*

