

***Highland Community School  
Job Description***

**Position:** School Counselor

**Reports to:** Executive Director

**Work Schedule:** 30 hours per week; benefits-eligible

**General Description:** The School Counselor supports the academic, social-emotional, and career development of all students. This role collaborates with staff, families, and school leadership to implement a comprehensive counseling program that promotes equity, well-being, and educational success for every learner. The School Counselor understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

**Essential Duties and Responsibilities:**

- Deliver weekly Social & Emotional Learning (SEL) instruction to K3–6th grade classrooms using Second Step or other school-approved curriculum.
- Plan and facilitate leadership-focused SEL programming (occupation) for 7th grade students in collaboration with Adolescent Program (AP) staff.
- Collaborate with AP staff to support 8th grade students through weekly circles, career readiness activities, and SEL-focused discussions.
- Attend monthly staff-level meetings to collaborate with teachers, exchange feedback on SEL lessons, and discuss additional classroom needs beyond the general curriculum.
- Participate in Child Study and Nautilus teams to support interventions and behaviors.
- Facilitate tiered interventions including individual and group counseling for students based on Child Study referrals.
- Consult with teachers and families during the Child Study process to develop and monitor individualized interventions. Communicate with parents as needed and provide referrals to additional resources or support services for both families and staff.
- Maintain accurate and confidential documentation of student services and referrals.
- Provide crisis support by conducting student risk assessments, offering resources to families, and guiding staff through crisis situations.
- Collaborate with the Family Engagement Coordinator and School Social Worker to support families through workshops, resource sharing, and contributions to the school newsletter on student mental health topics. Stay informed about events within the school and broader community that may affect student well-being.
- Lead Gender & Sexualities Alliance (GSA) after school club & Student Council by serving as school point person and facilitating weekly club meetings.

- Proactively build and maintain positive, inclusive relationships with students, staff, and families to foster a welcoming school environment.
- Coach staff on implementing social-emotional learning and discipline strategies and provide professional development support as needed or assigned.
- Apply evidence-based practices to guide planning, decision-making, and instructional support.
- Meet weekly with the Executive Director to discuss SEL programming, classroom needs, and any urgent student support concerns.
- Participate in school events, recess or breakfast club duties, and other schoolwide responsibilities as needed.
- Attend team meetings, ongoing professional development, and in-service programs to increase and share knowledge on how to support student success, staff, and the school community.
- Complete all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. Performs related work as required.
- Unforeseen circumstances may arise (such as damage or destruction of school property, or a closure of part or all of the School campus, among other things). This may require the School to modify the location, time, and/or means of its operations and/or the nature of staff assignments and may include teleworking. Should such a circumstance arise, you may be asked to perform your duties at a different location, during non-traditional school hours, by other non-traditional means or through teleworking.

**Qualifications:**

- Master's degree in Counseling, Social Work, or related field
- Valid Wisconsin Educator License (or ability to obtain within 30 days of hire)
- Experience providing school-based counseling in a K-8 environment
- Strong communication, time management, and collaboration skills
- Training in trauma-informed practices and/or restorative practices
- Experience supporting adult learning or staff development is preferred
- Experience in leadership, understanding of system implementation and change management
- Criminal background check required for hire