



HOLLAND HALL

POSITION TITLE: School Counselor

Classification: Exempt - 10 months
August – June

REPORTS TO: Heads of Primary, Middle & Upper School

Holland Hall seeks an experienced school counselor, social worker or school psychologist to work with its division heads, chaplains, teaching faculty, academic support services staff, and health services staff to promote a healthy school environment for its students and faculty.

Founded in 1922, Holland Hall is a well-known college-preparatory Episcopal day school for 955 girls and boys in grades 3 year-old - 12. Located in Tulsa, OK, Holland Hall seeks to nurture, challenge and empower each student and embraces the philosophy to develop the whole child. A part of the Episcopal Diocese of Oklahoma, the school fosters in each student a strong moral foundation and a deep sense of social responsibility. Holland Hall prepares young people for higher learning and for lives of purpose and service.

Requirements to be considered for the Position:

- Bachelor's and Master's degrees are both required in one of the following disciplines: child and/or adolescent psychology, social work, school counseling or psychology.
- A minimum of five-to-eight years of full-time experience working with children under the age of 18, helping with their social, mental and emotional behavioral issues.
- Experience carrying out educational testing and familiarity with neuropsychological and psycho-educational evaluations of children and adolescents.
- Must maintain credentials and participate in continuing education.

Essential Functions

- Reports to the divisional heads of the Primary, Middle and Upper schools and is an integral participant on each head's administrative team.
- Takes a lead role conducting risk assessments of students perceived to have social, emotional and/or mental health issues.
- Serves as a trusted and confidential counselor and resource for teachers, parents and students in the areas of social and emotional development, and mental health issues.
- Plans seminars and workshops for teachers, students and parents on a variety of topics related to the social and emotional health of students as part of the school's expanding health and wellness curriculum.
- Serves as a key team member in the management of crises involving students and faculty with social, emotional or mental health issues. Takes a lead role in determining the need for intervention.
- Works closely with school nurses and academic support services on selected cases to support the full physical, social, mental and emotional needs of a student.
- Maintains a professional network of child psychologists, psychiatrists and psychotherapists who are available to provide confidential support to Holland Hall students, teachers and staff.
- Engages fully in the life of the Middle School and Upper School. Periodically teaching a psychology and/or sociology class would be viewed positively in the Holland Hall community.
- Works with other administrators to develop and revise policies.

The above essential functions are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities and skills.

Physical Requirements and Work Environment:

- Occasionally lift up to 30 pounds.
- Generally works in standard office conditions and climate.
- Deals with a wide variety of challenges, deadlines, confidential situations and a varied and diverse array of contacts.
- The time required to perform this job frequently extends to hours outside the school day

Compensation is competitive and will be based on the candidate's experience and potential to make an immediate contribution to the Holland Hall community.

Holland Hall does not discriminate in admission, educational programs, or employment against anyone on the basis of sex, race, color, national or ethnic origin, religion, sexual identity, or age.

Send application and resume to personnel@hollandhall.org

Application deadline is March 1, 2012.

No calls please.