

**St. Luke's Episcopal School**  
Baton Rouge, LA

POSITION: Director of Counseling / Administrative Team Member

ACCOUNTABLE TO: Head of School

PURPOSE: To direct, coordinate, and facilitate the counseling program for all students at St. Luke's Episcopal School in a manner that aids the educational mission of this school.

To assist in fostering a supportive environment and positive climate for the well-being of all.

TERMS OF EMPLOYMENT: 60 percent of 200 days or 120 work days. Employee will be paid at daily rate if called in to work extra days by the Head of School. Contract runs from July 1 until June 30 of the current academic year. This position as currently written is 60% time.

PRIMARY DUTIES AND RESPONSIBILITIES: Include but are not limited to:

1. Student Counseling

- a. Oversee the well-being of all students and provide counsel regarding education, social, or personal issues.
- b. Consult with parents, teachers, and administrators regarding student concerns and progress.
- c. Make recommendations for educational plans and student placements.
- d. Refer students to professional agencies regarding educational or behavioral issues.
- e. Organize advisory groups for students Grades 5-8.
- f. Coordinate with the Director of Instruction, the tutoring and enrichment programs.
- g. Coordinate and direct academic awards programs.
- h. Oversee various elections and selections for student honors, awards, and scholarships.
- i. Provide graduating 8th Graders with current information about the local high schools (shadow days, Head to High School Night, etc.)
- j. Assist with student activities. (back-to-school orientation, retreats, trips, etc.)
- k. Oversee programs for promoting excellence in personal conduct and character.
- l. Responsible for scheduling with assistance from appropriate administrators.
- m. Document all student matters and keep files up-to-date and accurate.
- n. Other responsibilities as designated by the Head of School

2. Standardized Testing

- a. Oversee and direct all standardized testing programs.
- b. Maintain statistics regarding said testing.

- c. Disseminate and clarify standardized testing.
- d. Disseminate and clarify standardized testing statistics, patterns, etc. to faculty, administrations, students, and parents.
- e. Oversee administration and process information for national programs.

### 3. Administration

- a. Attend weekly meetings with the Administrative Team
- b. Participate in long-range planning and goals setting as a member of the Administrative Council (handbook, calendar, etc.)
- c. Promote good communications and public relations for the school.
- d. Assist in the admission process (testing, interviews, decisions, etc.)
- e. Assist with school self-evaluations, accreditations, and implementation of School Improvement Plan.
- f. Update School Profile annually.
- g. Maintain communication with parents through phone calls, the school news letter, meetings, and provide a vehicle for dealing with parent concerns.
- h. Document parent matters, meetings and concerns and keep files up-to-date and accurate.
- i. Develop a crisis plan for the school to follow in case of a student or staff death and/or traumatic event that may affect members of the student body.