



Middle and High School Counselor/Teaching Position

Position Summary: Chinquapin Preparatory School is seeking a Middle and High School Counselor for a part-time position starting August 2024. This position may be a stand alone part-time position or it may be converted into a full-time position, with both counseling and teaching responsibilities. A typical full-time position involves counseling for half the day and teaching 2 classes, advising a small group of students, leading a daily chores group, taking on campus supervision duties, as well as opportunities for sponsoring a student organization or coaching a sport. Chinquapin Preparatory School is a Monday-Friday boarding school and thus many faculty and staff members live on campus and participate in other duties as assigned. Work is performed under the supervision of the Head of School.

Required Qualifications and Skills for the Counseling Role:

- A Master's degree in Counseling, School Counseling, Social Work, or a related field
- Demonstrated ability to connect with students and use a variety of counseling techniques specific to school counseling including Solution-focused Brief Therapy (meetings will last 5 to 20 minutes, no longer).
- Must pass a background check

Preferred Qualifications and Experience for the Counseling Role:

- School Counselor License and/or LPC, or LPCC or LCSW
- Experience working with all grade levels 6-12
- Experience with running Social/Emotional small groups or SEL curriculum in a classroom setting
- Experience with how to do a suicide assessment in a school setting and follow through with parent communication, crisis resources, and re-entry meetings
- Experience working as a school counselor or mental health professional in a school setting (as school counseling is quite different than clinical counseling in an outside setting)
- Team player attitude and approach while maintaining a level of calm

The school counselor will:

- Serve as the only mental health professional on the campus for grades 6-12
- Perform "weekly check-ins" with a caseload of students throughout the week
- Meet with students who come up as students of concern at the request of the Dean of Students or Head of School



- Mediate conflicts that arise between students
- Attend regular meetings for staff members as well as other meetings as needed in the role of school counselor
- Provide mental health resources to the school community
- Track student meetings and keep brief notes while maintaining appropriate confidentiality depending on the situation
- Be ready to transition to asynchronous or remote learning at any time if there is a mandatory response on campus
- Provide classroom support and perspective on learning differences and accommodations for students
- Work directly with approximately 120-130 middle and high school students (grades 6-12 to provide effective coping strategies for a broad range of emotional, social, and achievement related concerns, and mental health interventions
- Promote the work of the Dean and Class Anchors by creating and contributing to programming for students, faculty, and parents/guardians
- Respond to any mental health crisis needs; be available at times during off-school hours for emergencies as determined by the Head of School
- Work with the Dean of Students and Director of Curriculum and Instruction to develop and implement mental health and mindfulness related curricula, community programs, and faculty training
- Foster communication and a respectful partnership with parents/guardians in conferences, during phone calls, and through written correspondence.
- Work with individual or small groups of students needing assistance in improving social and coping skills
- Engage in continuing professional growth and development, including staying abreast of mental health counseling and developmental best practices for early adolescents
- Participate in the life of the School through attending meetings and being a regular presence at major events such as concerts, performances, athletic contests, and other events
- Additional responsibilities may include but are not limited to implementing and teaching wellness programming, advising student groups, and collaborating with other departments to increase wellness education throughout the school community
- Create an atmosphere of compassion, confidentiality, and collaboration with all members of the school community
- Complete required documentation and ensure consistent record keeping



- Create an environment that ensures equitable and respectful care and support for students with diverse beliefs, practices, and backgrounds
- Serve as a role model in maintaining appropriate standards of care for students.
- Maintain healthy boundaries in student and professional relationships
- Hours are generally consistent with the school day and residence life, with additional presence as needed before and after school for meetings with students, families, and colleagues, and to attend school programming

Preferred Qualifications and Experience for the Teaching Role:

- Teaching certification in the field of study
- Strong communication skills
- Collaborative, team player, community builder
- Student-centered teaching philosophy
- Experience teaching middle school and high school students, minimum 2 years
- Experience with classroom best practices and innovative teaching
- Experience using TEKS as the course learning standards to develop assessments and curriculum
- Knowledge of curriculum mapping and curriculum alignment
- Experience with effective assessment design
- Knowledge of engaging lesson planning design and implementation
- Experience with differentiation and supporting student learning needs
- Values and is responsive to constructive feedback

Reports to: Administrative Staff report directly to the Head of School; Faculty report to the Director of Curriculum and Instruction and Head of School

Salary and Benefits:

- Salary will be based on the candidate's qualifications and experience
- Meals (breakfast, lunch, and dinner) served in the dining hall when school is in session
- Appropriate deductions for and payments to FICA, Social Security, Medicare insurance, group medical insurance, life insurance and annuity, as applicable
- Automatic contribution of 5% of your salary to a 403(b) account
- Up to \$1200 for approved professional development (PD) courses and/or materials.
- Ten sick days per school year (5 per semester)



About Chinquapin Preparatory School

Chinquapin Preparatory School is a private college-preparatory school for 6th-12th grade students located 25 miles east of downtown Houston. Since 1969, Chinquapin has prepared motivated students from Houston's under-resourced communities and schools for college.

Our school's unique mission provides students with seven years of high-quality education through small class sizes and intense preparation. College acceptance is a graduation requirement, and our alumni have a remarkable record of college completion.

Our Mission

To provide a high-quality college-preparatory education to Houston's most able and motivated students from historically excluded communities and schools across the city.

Through a rigorous curriculum and an emphasis on community service and earning what one receives, we aim to produce responsible, well-educated citizens who will become constructive leaders in their communities.

To Apply

Please submit your résumé and letter of interest to Mily Pérez, Head of School at jobs@chinquapin.org. Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply. If you need a reasonable accommodation to complete this application or for the application process, please contact Mily Pérez at jobs@chinquapin.org.