



WICHITA COLLEGIATE SCHOOL

Wichita Collegiate School Opportunity Profile

Wichita, Kansas

Lower School Counselor

Department: Lower School

Position Commences: August 1st, 2022

Summary Description: The Lower School Counselor supports the social, emotional and academic needs of students by offering services in a developmentally appropriate manner. The Counselor adapts the programming of services to meet the changing needs of the student population. The Lower School Counselor works under the direction of the Division Head and is a full-time, exempt employee.

Specific Duties Will Include:

- Provides support to teachers, helping them create a warm, structured, consistent, developmentally appropriate and responsive classroom culture (proactive classroom management side of discipline)
- Proactively constructs a positive student culture that promotes and supports desired behaviors while mitigating potential disciplinary infractions before they occur. Collects data about behavior trends and uses them to inform programming
- Alongside the Head of Lower School, helps design and manage the day-to-day logistics for the Lower School, including but not limited to procedures for arrivals, dismissals, special schedules and other routines and variations to the school day
- Keeps the Division Head informed of the status and progress of all programming beyond the classroom, and of school climate, student morale, and current issues and dynamics within the Lower School
- Helps Division Head to develop division-wide and individual student schedules that optimize best practice and excellence in teaching and learning
- Contributes to the admissions process by reading files and supporting events designed to attract mission-appropriate applicants
- Plan and implement lessons that have clear objectives and integrate skill-based instruction and best pedagogical practices for social emotional learning
- Partners with colleagues and parents to contribute to a school culture that encourages healthy child development, student engagement, and a culture of inclusion and dignity.
- Develops close relationships with Collegiate Lower School families and actively seeks to solve problems when they arise
- Ensures a common language exists between students, faculty, parents, and administration when talking about our code of conduct and policies
- Designs and implements a system of corrective actions in which our core values are represented through an approach of restorative justice
- Trains faculty, staff, students, and parents in this system and the RULER program
- Takes a central role in the year-long onboarding and orientation process of new faculty and staff members and advisors.

- In conjunction with the Head of LS and members of the LS Leadership team, designs and implements community programming and celebrations to help build a culture of dignity and joy (retreats, trips, orientations, honor systems, student leadership programs, assemblies, etc.).
- Develops, implements, and evaluates a mission-driven student leadership program
- Provide guidance for various constituencies, including grade-team leads, the sponsors of student organizations, and faculty committees
- Integrate diversity, equity and inclusion work into their work
- Assess and report on student learning, including ongoing assessments and report cards
- Build strong partnerships with families and communicate regularly about student learning and classroom events
- Utilize technology effectively to support the essential functions of the job.
- Collaborate and communicate with other classroom teachers to support the whole child
- Participate in the planning, development and evaluation of curricula, materials and methodology on a regular basis
- Maintain expertise in the field through ongoing professional development
- Attend all lower school faculty and grade level meetings.
- Attend all required after school events as stated in the Lower School Handbook
- Perform other duties as assigned

Professional and Personal Characteristics:

- Bachelor's degree or post-graduate work in Psychology or related field
- Minimum 5 years experience as a counselor (experience at the Lower School level preferred)
- Commitment to diversity, equity and inclusion work
- A passion and commitment to creating a supportive, fun, and enriching classroom culture that reflects Wichita Collegiate School's core values and teaching philosophy
- An interest in professional growth, development, and leadership opportunities
- Experience with technology as a tool for engaging students and enhancing instruction, experiential/project-based learning, and innovative thinking
- A commitment to equitable and culturally responsive teaching practices
- The ability to communicate positively, openly, and in collaboration with students, teachers, peers, and the parent community
- A willingness to contribute to our co-curricular offerings
- Be a motivated, flexible, and collaborative colleague who takes joy in team success.
- Approach the work with a high level of energy and enthusiasm for students, colleagues, and the mission.
- Demonstrate hard work, dedication, and ingenuity while exhibiting humility and a commitment to collaboration and personal growth.
- Be highly organized, persistent, and able to motivate others to achieve.
- Possess excellent written and verbal communication skills.

How to Apply: Interested and qualified candidates should email the following materials by the deadline of February 25, 2022,. A cover letter, resume, and a list of five professional references to the attention of Lindsey Noble, Head of Lower School, lnoble@wcsks.com



WICHITA COLLEGIATE SCHOOL

General School Information

Wichita Collegiate School (WCS), a coeducational, college preparatory, independent day school for students in Early Childhood 2-year-olds through Grade 12.

For more than 55 years, Collegiate has nurtured inquisitive thinkers, compassionate citizens, and students who are prepared to have a positive impact on their communities. Grounded in the values that have sustained it for more than a half-century, Collegiate provides its students with a challenging academic environment supported by its long-standing history of being a highly balanced institution with equal excellence in academics, the arts, and athletics.

Located in East Wichita on a 42-acre campus, Wichita Collegiate is home to just under 900 students in four divisions. These divisions are named Early Childhood, Lower School, Middle School, and Upper School.

Wichita Collegiate School is accredited by the Independent Schools Association of the Southwest (ISAS), is a member of the National Association of Independent Schools (NAIS), and is a member of Independent School Management (ISM).

Why Collegiate?

Wichita Collegiate School's faculty and staff make up a supportive and diverse community of colleagues who are experts in their fields and dedicated to lifelong learning. All faculty are engaged in professional growth plans that encourage them to further their expertise.

All faculty and staff engage in a variety of valuable professional development opportunities, both on campus and around the country supplemented by a healthy budget to support these opportunities.

Wichita Collegiate School also offers a complete benefits package including medical, dental, and vision insurance; a 403(b) plan with a generous annual match; term life and disability insurance; supplemental insurance plans; and flexible spending account, child tuition remission of 50% and more.

Why Wichita?

Not only has Wichita been named an All-American City four times since 1962, and also consistently ranks among the top cities nationally for quality of life. These accolades communicate affordability, short and easy commutes to work and a high level of public safety for your family - attributes you simply can't find in most metro areas.

Links to articles on Why Wichita!

- [One of the Coolest Cities in America](#)
- [Top 10 City for First-Time Homebuyers](#)
- [Top City for Work-Life Balance](#)
- [Wichita Ranks Among Top 100 Best Places to Live](#)

Equal Employment Opportunity Statement: Wichita Collegiate School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.