



Erie Day School

Job Title: Guidance Counselor

Reports To: Head of School

Position Status: Part-Time (with growth opportunities for full-time)

Position Summary

Erie Day School, a premier independent school serving Preschool through Grade 8, is seeking a part-time Guidance Counselor to join our dedicated and student-centered team. The ideal candidate will support the social, emotional, and academic well-being of our students, working collaboratively with faculty, administration, and families to promote a positive and inclusive school environment.

Responsibilities

- Provide individual and small-group counseling to support students' social, emotional, behavioral, and academic development in alignment with their unique needs and strengths
- Design and deliver developmentally appropriate classroom lessons that promote social-emotional learning (SEL), including topics such as self-awareness, self-regulation, empathy, responsible decision-making, and conflict resolution
- Collaborate with faculty and administration to create a positive, inclusive, and emotionally safe school climate
- Serve as a student advocate by promoting equity, mental wellness, and access to support services for all learners
- Monitor student progress and provide early interventions or referrals to outside professionals when needed
- Act as a liaison between the school and families to support student success, well-being, and healthy communication
- Assist students with social transitions, peer relationships, emotional regulation, and coping strategies
- Contribute to crisis prevention and response efforts, including behavior support plans and safety protocols
- Maintain accurate records and uphold ethical standards of confidentiality in compliance with applicable laws
- Participate in professional development to remain informed of best practices in school counseling, SEL, and student wellness



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Learning today, leading tomorrow

- Collaborate with teachers and school leaders in multidisciplinary meetings to support student growth, goal-setting, and classroom strategies
- Create and maintain semester and yearly class/student schedules

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications and Requirements

- Bachelor's or Master's degree in school counseling, psychology, social work, or a related field
- Relevant licensure or certification preferred
- Experience working with elementary and/or middle school students
- Strong interpersonal, communication, and organizational skills
- A commitment to fostering a safe, respectful, and inclusive environment for all students
- Completion of required background clearances
 - Act 34 - Criminal History Clearance
 - Act 151 - Child Abuse History Clearance
 - Act 114 - Federal Criminal Background Check

Position Details

- **Part-time:** Approximately 2–3 days per week (specific days/hours to be determined)
- **Start Date:** August 2025
- Competitive hourly compensation commensurate with experience

Erie Day School is an Equal Opportunity Employer. We value diversity and are committed to creating an inclusive environment for all employees and students.

How to Apply

Interested candidates should submit a cover letter, resume, and contact information for three professional references to HR@eriedayschool.com.



Equal Employment Opportunity Statement

Erie Day School is committed to providing equal employment opportunities to all qualified individuals. The school does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other characteristic protected by federal, state, or local laws. We value diversity and strive to create an inclusive and supportive environment for all employees.