



Tulsa School of Arts and Sciences

Job Title: Middle School Counselor and Family Facilitator
Reports To: 7th and 8th Grade Principal
Evaluated By: Executive Director

Position Summary: The middle school counselor/family facilitator implements a comprehensive school counseling program and collaborates with school faculty, families, and the community to bridge the gaps between home, school, and future pathways. The middle school counselor/family facilitator helps students achieve personal growth, acquire positive social skills, and helps students set informed goals to become productive members of the community. This role prioritizes involving family and parent engagement with the school and resources in the community. The counselor/family facilitator works closely with the Middle School Principal and faculty, the High School Counselor, and the Community Development Director.

Qualifications and Compensation:

- Bachelor's Degree in School Counseling/ Psychology/or related field; Master's degree preferred
- Compensation commensurate with State Salary Schedule

Responsibilities:

- Provides individual and small group counseling services to students in the short-term
- Assists students in academic achievement strategies
- Assists students in managing social and emotional skills both intra- and inter-personally
- Helps students plan for high school options and pathways
- Helps school principal identify and resolve student issues, needs, and challenges
- Recognizes and responds to student mental health needs and helps students and families find appropriate resources including providing referrals for long-term therapeutic support
- Ensures student records are maintained as per state and federal regulations
- Advocates for students at IEP meetings
- Organizes student services opportunities such as planned activities outside the classroom promoting academic, career, or social/emotional development with High School Counselor
- Organizes student services opportunities in school including partnering with teachers to provide curriculum on social/emotional health and development
- Provides support and assistance to students during crisis and emergency situations
- Establishes and maintains positive relationships with parents through regular communication
- Develops and implements a plan to increase family engagement
- Coordinates parent/community outreach sessions on particular needs, issues, or available resources
- Builds partnerships with families, businesses and community organizations to provide resources for families
- Attends PTSA meetings
- Coordinates school volunteer opportunities for parents with Community Development Director
- Assists in the development of a Safe Team process with High School Counselor