

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

**OPPORTUNITY:** Lead Counselor  
**REPORTS TO:** Dean of Students  
**STATUS:** Full Time – Exempt  
**SUPERVISES:** One Employee

The lead school counselor should actively support the school's mission and act in accordance with the core values laid out in our student/parent handbook. They work closely with the student services team, dorm parents, and faculty to maintain a comprehensive school counseling program based on the needs of the Idyllwild Arts community.

Responsibilities and expectations:

- Adheres to ethical standards of the counseling profession including discretion in words and deeds, and maintains proper boundaries with students
- Participates in professional associations and continually develops professional knowledge
- Evaluates the program to assess its effectiveness and keep data regarding counseling trends
- Assists students in establishing personal goals and making future plans for their success
- Maintains a comprehensive counseling curriculum which offers activities that are designed to provide students with developmentally appropriate knowledge, attitudes and skills
- Collaborates with the Student Care Team (Dean of Students, Director of Student Life, Assistant Head of School, Health Center Director) regarding student concerns and assists in developing a plan to best support students in need of help
- Maintains a position of support by refraining from conducting disciplinary action
- Works with the Dean of Students, Assistant Head of School, and Department Chairs to create individual plans which help meet the needs of students
- Meets regularly with the Dean of Students and various student services staff
- Keeps records of communication with students, parents, and staff
- Reports to appropriate administration regarding student concerns as necessary
- Serves on the School Crisis Team to respond to mental health emergencies and intervenes during crisis situations
- Provides social-emotional counseling to individual students, parents, and teachers
- Develops and implements life skills activities
- Acts as a neutral mediator and/or student advocate for students exhibiting behavior problems
- Provides individual and group student counseling to promote the development of friendship, conflict resolution skills, behavior management skills, self-awareness, and emotional coping strategies.
- Serves as a first point of contact and manages all documentation for child protection concerns
- Refers students and parents to appropriate community resources
- Oversees one school counselor

### Qualifications

- Master's degree in Psychology, Counseling, or Social Work
- Certification or licensing in family counseling or social work (desired)
- Five years of age-appropriate school counseling experience
- Speaks English and Mandarin (desired), also can read and type simplified Chinese (desired)

## **Other Requirements**

- Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months.
- Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB questionnaire/test.

## **Physical Demands/Work Environment**

While performing the duties of this position an incumbent is required to:

- Regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.
- Specific vision abilities include close, distance and color vision perception and the ability to adjust eye focus. Reaching with the hands and arms and use of hands to finger, type, and manipulate a computer keyboard and mouse is required.
- Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person, and be able to make public presentations.
- Work hours vary and may include days, nights, and weekends.
- Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

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**Interested candidates should send a CV/Resume  
(PDF or Word doc format, only), samples of art work, and a letter of interest addressing  
their skills, abilities and experiences relevant to this opening.**

**Deadline for submittal March 22, 2019**

Email to: [employment@idyllwildarts.org](mailto:employment@idyllwildarts.org)

*Idyllwild Arts is an Equal Opportunity Employer*