WILLISTON
NORTHAMPTON SCHOOL

Position Title: **School Counselor**

Last Updated: November 2026

Reports To: Director of Mental Health Counseling/ Dean of Students

Status: Exempt-Appointed by the Head of School
Permanent Full-time

Schedule: Academic year: Base 40 hours per week
Some weekend and special event coverage as necessary
Actual hours assigned per the needs of the department

Benefits: Full Benefit Eligibility
Tuition Remission Eligible - Yes

Summary Description:
The Mental Health Counselor is an integral member of Williston's student support team and broader campus community. This position combines evidence-based individual psychotherapy with consultation, collaboration, and proactive engagement in the life of a diverse boarding school community. The counselor works closely with students, families, faculty, residential staff, and colleagues to support adolescent mental health, strengthen student connection and resilience, and promote a culture of well-being across campus. We are looking for a clinician who values both the depth of individual therapeutic work and the opportunity to make a broader impact on students and the school community.

Essential Duties:
Clinical
- Provide evidence-based individual psychotherapy and short-term counseling to students in grades 7–12 as appropriate.
- Maintain an accessible counseling presence, including scheduled appointments, walk-in support, and follow-up with students
- Conduct clinical assessments, establish individualized treatment goals, and evaluate therapeutic progress.
- Provide crisis assessment, intervention, and follow-up in collaboration with the counseling team and relevant school personnel
- Collaborate with families and external clinicians as appropriate
- Maintain timely, accurate, and confidential clinical documentation in accordance with professional and school standards

Campus Integration and Collaboration
- Be an active, visible, and approachable presence in school life, including residential and academic settings
- Collaborate with faculty, dorm parents, deans, health services, and other school personnel to support student well-being
- Participate in student support and intervention team meetings
- Consult with faculty and residential staff regarding student needs, appropriate interventions, and ways to support students within the school environment

Prevention, Education, and Community Programming
- Assist in the development, planning, and implementation of evening residential programming, including participation in our evening dorm program once per week
- Participate in the development and delivery of proactive mental health programming and wellness initiatives throughout the year
- Support student groups, peer leadership, and other opportunities that promote belonging, connection, and mental health awareness

- Provide education and consultation to faculty, residential staff, and families on topics related to adolescent development and mental health
- Collaborate in the development of programming that responds to the evolving needs of the student community

Professional and Departmental Responsibilities

- Participate in regular counseling department meetings, clinical consultation, supervision, and professional development
- Share responsibility for crisis response and after-hours on-call coverage as part of the counseling team when students are on campus
- Maintain the flexibility to work on Saturday mornings based on the school calendar (approximately 15 Saturday mornings each year)
- Participate in orientations, trainings, and other community activities relevant to the role
- Maintain professional licensure or credentials, ethical standards, and continuing education requirements
- Contribute to program evaluation and the ongoing development of counseling services
- Participate in school events as required
- Attend all faculty and administrative meetings as required

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as requested or assigned per the Director of Mental Health Counseling or the Dean of Students

Qualifications

- Master's degree in counseling, social work, psychology, or related clinical field
- Independent clinical licensure or eligibility for licensure in Massachusetts (for example, LICSW, LMHC, or licensed psychologist)
- Two or more years' experience providing psychotherapy to adolescents and/or young adults
- Strong clinical assessment and treatment skills, and familiarity with evidence-based approaches to adolescent mental health
- Experience with crisis assessment and safety planning
- Ability to build trusting relationships with adolescents and work effectively with students from diverse backgrounds and experiences
- Collaborative approach and interest in working as part of an interdisciplinary team
- Cultural responsiveness and demonstrated commitment to an inclusive and equitable school community
- Flexibility, sound judgment, and the ability to respond thoughtfully to changing priorities and student needs
- Strong communication and consultation skills with students, families, faculty, and colleagues
- Experience in a school, residential, or other youth-serving setting is preferred
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Possess a valid state driver's license
- Positive professional attire, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

- Regularly required to listen and speak
- Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking, kneeling, crouching
- Use of hands and finger to manipulate office equipment, handle, grasp or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must hear with accuracy to exchange information in person or on the telephone
- Must be capable of standing and/or sitting periods of time
- Must be capable of occasionally carrying and moving small objects

Working Environment:

- The employee may be exposed to potentially violent and disruptive students
- The work usually takes place in a clean, pleasant, and comfortable office setting
- The employee is faced with constant interruptions and changing priorities
- The work environment is usually moderately quiet; but hectic at times

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.