

Job Title	Head Counselor
Employer/ Agency	Arcadia Schools
Job Description	The Head Counselor is the lead student-support professional at Arcadia High School. Reporting to the Principal and serving on the school leadership team, the Head Counselor is responsible for designing, implementing, and continuously improving a comprehensive counseling program that supports students' social-emotional well-being, behavior, attendance, and overall experience at school. The Head Counselor will provide direct counseling services to students, coordinate interventions and supports with staff and families, and lead school-wide systems that promote a safe, supportive, and predictable environment. The Head Counselor will also coordinate with external SEL-focused partners and mental health providers, ensuring that services are aligned and accessible for students and families. Over time, this role will help build and manage a counseling and student support team (e.g., additional counselors, social worker). As a founding role, the Head Counselor will help create systems, calendars, and routines that can grow with Arcadia as additional grades and future campuses are added. Comprehensive Counseling Program Leadership ● Design and implement a comprehensive, developmental school counseling program aligned to Arcadia's mission, values, and goals. ● Develop an annual counseling plan and calendar that includes classroom guidance lessons, small groups, individual counseling, and family outreach focused on student well-being and school success. ● Establish clear goals and measures of success for counseling services (e.g., attendance, behavior, student self-report, referrals, discipline data). ● Regularly review data and adjust counseling priorities and supports based on student needs. Social-Emotional and Mental Health Support ● Provide short-term, solution-focused individual counseling to students experiencing social, emotional, or behavioral challenges. ● Facilitate small groups focused on topics such as stress management, organization, peer relationships, attendance, grief/loss, or transition to high school. ● Help design and support advisory structures and other school-wide social-emotional learning efforts in collaboration with school leadership and teachers. ● Coordinate with external mental health providers and community agencies to connect students and families with additional services when needed. ● Support crisis response, including risk assessments and safety planning, in partnership with the Principal and appropriate external partners, following school protocols. Student Support Systems and MTSS ● Serve as a central coordinator for student support systems, including processes

for identifying students in need of additional behavioral, social-emotional, or attendance-related support.

- Lead or co-lead regular student support team meetings (e.g., MTSS, RTI) to review data, plan interventions, and monitor progress.
- Help design clear intervention pathways and documentation processes for students receiving Tier 2 and Tier 3 supports.
- Collaborate with special education staff, 504 coordinators, and other support personnel to ensure services are aligned and well-communicated.

Family and Community Partnerships

- Build strong, trusting relationships with families and serve as a key point of contact for student support questions and concerns.
- Communicate regularly with families about student well-being, attendance, behavior, and support plans, in partnership with teachers and administrators.
- Plan and support family workshops and information sessions related to topics such as high school transition, attendance, mental health, and supporting teens at home.

Collaboration with School Staff

- Work closely with the Principal, Expert Teachers, Lead Teachers, Teaching Fellows, and operations staff to create a supportive, predictable environment for students.
- Share relevant data and insights with staff to help them better understand and support students' needs, while maintaining appropriate confidentiality.
- Provide guidance and professional learning for staff on topics such as recognizing signs of distress, making effective referrals, managing sensitive conversations, and communicating with families.
- Participate in leadership team meetings, data meetings, and other collaboration structures as needed.

Program Management, Systems, and Compliance

- Develop and manage counseling documentation systems, ensuring that records are accurate, secure, and compliant with legal and ethical standards.
- Maintain an up-to-date understanding of relevant legal requirements and ethical standards related to school counseling, confidentiality, and student records.
- Contribute to or support processes related to 504, special education, and other plans as appropriate to the role and in coordination with designated coordinators and staff.
- Support the development and implementation of policies and procedures related to student support, attendance, discipline, and safety from a counseling perspective.

SEL Partnerships and External Providers

- Serve as the primary coordinator for external SEL-focused partners and mental health providers, ensuring that their work is aligned with Arcadia's mission and integrated into school systems.
- Manage communication and logistics for partner-led groups, classroom sessions, or individual supports delivered on campus.
- Develop clear referral, consent, and follow-up processes for students receiving

	services from external partners. ● Monitor the quality and impact of external SEL and mental health partnerships and make recommendations for adjustments or expansion over time. Designated Area of Ownership ● In addition to the responsibilities outlined above, serve as the primary owner for at least one key student support area, to be finalized based on school needs and the counselor's strengths. Possible areas of ownership may include, but are not limited to: ○ Section 504 coordination ○ Attendance and truancy prevention systems ○ Student support/MTSS coordination ● Develop systems, calendars, and documentation for the designated area of ownership and ensure that all related deadlines, legal requirements, and communication needs are consistently met.
Qualifications	Education and Knowledge • Degree in school counseling or a closely related field. • Valid Texas school counselor certification (or eligibility and willingness to obtain within a specified timeframe). • Strong knowledge of adolescent development, counseling theory and practice, and the ASCA National Model or similar comprehensive school counseling frameworks. • Knowledge of Multi-Tiered Systems of Support (MTSS) and how behavioral, social-emotional, and attendance supports can be organized and monitored. • Understanding of the strengths and needs of diverse student populations, including Emergent Bilingual students, students with disabilities, and students from a wide range of backgrounds. • Familiarity with community mental health and SEL resources and how schools can partner effectively with them. Skills • Typically 5+ years of successful experience as a school counselor at the middle or high school level, with demonstrated impact on student well-being, attendance, and/or behavior. • Strong counseling skills, including individual and group counseling, crisis response, and consultation with staff and families. • Experience owning a key student support function (e.g., 504 coordination, testing accommodations, attendance interventions, MTSS, or SEL programming) and building or improving systems in that area is strongly preferred. • Ability to build trusting, professional relationships with students, families, and colleagues. • Skill in using data (attendance, behavior, referrals, surveys, etc.) to identify student needs and plan appropriate interventions. • Excellent communication skills, both written and verbal, with the ability to share complex information in clear, accessible ways.

	• Strong organizational and time-management skills; able to balance scheduled services with responsive support for urgent needs. • Ability to design and implement systems, calendars, and routines that make counseling services proactive rather than only reactive. • Comfort working in a start-up school environment where flexibility, creativity, and problem-solving are essential. • Alignment with Arcadia's mission, values, and belief in students' ability to achieve at high levels with the right support.
Salary/Hours	\$75,000–\$85,000 annually, depending on experience and qualifications
Address	6648 Hornwood Dr.
City, State, Zip	Houston, TX, 77074
Contact Person	Mohamad Maarouf
Telephone Number	832-858-5077
Email Address	mmaarouf@arcadia-schools.org
Application Method	To apply for this position, please email your résumé and a short letter explaining why you are excited about Arcadia High School and this role. • Email: mmaarouf@arcadia-schools.org • Subject line: Application - RoleTitle - YourName If you are interested in being considered for multiple roles, please note that in your email.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.