Oklahoma School of Science and Mathematics

Position Available

School Counselor

The Oklahoma School of Science and Mathematics (OSSM) is seeking a School Counselor for a 12-month position. The School Counselor helps students succeed in a rigorous academic program by building study skills, coordinating standardized testing, and supporting student wellness. The position also assists in the administration of OSSM summer programs.

OSSM is an academic emphasis, 2-year, residential high school located in Oklahoma City, Oklahoma. OSSM consistently ranks among the top public high schools in the United States (currently ranked 9th by Niche.com and recently ranked 2nd by Wall Street 24/7).

Essential Duties and Responsibilities

- Teach and coach study skills, organization, and time management in small interest-focus groups and assist in planning and teaching weekly junior fall seminars
- Meet with students in academic difficulty and develop support plans with faculty
- Coordinate standardized testing, including PSAT, SAT, ACT, and AP exams
- Coordinate testing accommodations for students with documented disabilities
- Provide short-term wellness counseling for stress, anxiety, and adjustment concerns
- Conduct risk assessments and coordinate intervention response
- Coordinate referrals and follow-up with families and off-site counseling providers
- Train staff to recognize and respond to warning signs
- Assist with planning and coordination of summer programming
- Assist with management of student data in campus systems such as Infinite Campus

Preferred Qualifications

- Licensed Professional Counselor (LPC) or LPC Candidate status
- Experience in a boarding school, residential, or college setting
- Experience planning summer or outreach programs
- Experience coordinating standardized tests
- Excellent communication and organizational skills

Education and Experience

- Master's degree in school counseling and Oklahoma school counselor certification (or equivalent experience)
- Two or more years of experience counseling adolescents

Salary & Benefits

- Salary is competitive and commensurate with credentials.
- Benefits include health insurance, 401(a) Plan, 457 Plan, teachers' retirement, and others.

Application Procedure

Email letter of interest, resume, and the names, addresses, and telephone numbers of three references to:

Roshell Brumley, Executive Assistant to the President
Oklahoma School of Science and Mathematics
roshell.brumley@ossm.edu
405-521-6439

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