

## **Middle Division Personal Counselor**

Berkeley Preparatory School

Tampa, FL

---

### **Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.**

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

## **Middle Division Personal Counselor**

Berkeley seeks to hire a compassionate, empathetic, kind, warm, and energetic Middle Division Personal Counselor to work with students in grades six through eight in all areas of their social, emotional, psychological, and physical growth and development. The successful candidate will:

- Have a master's degree in school counseling, mental health counseling, or a related field.
- Build positive relationships with all students and their families.
- Create a warm and welcoming office environment conducive to all students.
- Provide individual and small group counseling to meet the developmental, emotional, and social needs of the students, including but not limited to areas of: anxiety, stress, perfectionism, suicide prevention and crisis management, emotional regulation, conflict resolution, executive functioning, perspective-taking, and social skills.
- Oversee the Middle Division Advisory program and continue to design and adjust its curriculum according to current trends and needs affecting adolescents.

- Demonstrate public speaking skills.
- Coordinate Middle Division fall and spring student events.
- Help coordinate grade level trips or retreats, and chaperone when assigned.
- Serve on the Middle Division Administration Team, working collaboratively with Directors, Academic Deans, and the Learning Support Specialist.
- Lead Middle Division teachers and staff with counseling expertise, guidance and provide professional development.
- Serve on the Middle Division Admissions Committee.
- Serve on the All-School Counseling Team.
- Serve on the school-wide Crisis Management Team.
- Communicate with parents regarding physical, social, emotional, and psychological concerns, either specific to their child or the educational setting.
- Develop and share presentations for parents during the year at grade level coffees and other parent events.
- Refer parents to appropriate community mental health and student support professionals.
- Regularly interview and review credentials of local professionals for possible referrals and maintain a collaborative network of support in the Tampa Bay area.
- Participate regularly in continuing education opportunities and remain current in educational and professional counseling practices.
- Maintain professional and ethical standards of confidentiality.

*A more detailed job description will be provided to qualified candidates.*

### **Compensation and Benefits:**

The appointment is available July 2025 and is a full-time, salary, exempt position and eligible for full benefits. The compensation package will be very competitive nationally and commensurate with experience, certification attainment, and the national independent school and college markets.

### **Interested Persons:**

Select [here](#) to apply now.

*All inquiries and nominations are kept confidential.*

*Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies, scholarship programs, athletic programs, and other Berkeley-administered programs, or in the administration of its hiring and employment practices.*

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*