

Job Title: Senior Counselor & Special Educator – Head, Counseling Department

Location: Dhunela, Gurgaon

Department: Counselling and Wellness Department

Reporting To: School Principal

Employment Type: Full-Time

Role Summary:

As the **Head of the Counseling Department**, the incumbent will lead the strategic planning and implementation of student mental health, emotional well-being, and inclusive education initiatives. This role demands a dual skill set—professional counseling expertise and hands-on experience in special education—while also providing leadership to a team of counselors and special educators. The position plays a critical role in creating a supportive and inclusive school environment, aligned with the values of Lotus Petal Foundation.

Key Responsibilities:

Leadership & Department Management:

- Establish the vision, goals, and operating framework for the Counseling & Special Education Department.
- Supervise and mentor school counselors and special educators; oversee workload allocation, performance, and development.
- Develop and implement policies and SOPs for emotional support services, student referrals, behavior interventions, and inclusion practices.
- Collaborate with school leadership in creating an inclusive, emotionally safe, and academically supportive environment.

Counseling & Mental Health:

- Provide individual and group counseling to students facing emotional, behavioral, social, or academic challenges.
- Design and lead life skills programs, workshops, and awareness campaigns on mental health, bullying, stress management, etc.
- Support teachers in managing classroom behavior and building emotionally intelligent learning spaces.
- Develop and manage emergency response protocols for student mental health crises.

Special Education & Inclusion:

- Lead the identification and assessment of students with learning needs or disabilities.
- Create and monitor **Individualized Education Plans (IEPs)** and recommend classroom modifications and accommodations.
- Guide and support teachers on inclusive pedagogy and differentiated instruction.
- Ensure compliance with any legal, educational, and ethical guidelines related to special education.

Stakeholder Engagement:

- Liaise with parents, teachers, and external professionals to ensure holistic support for students.
- Conduct parent counseling and build awareness around inclusive education and adolescent mental health.
- Act as a key advisor to school leadership on matters related to student welfare and psychological support.

Monitoring, Documentation & Reporting:

- Maintain detailed records of counseling cases, interventions, and outcomes.
- Analyze and report data on student well-being, behavior trends, and special education needs for continuous improvement.
- Prepare department budgets, resource requests, and strategic plans.

Requirements:

- Master's Degree in Psychology, Counseling, Special Education, or a related field.
- RCI Certification (for Special Education) is preferred.
- Minimum **7–10 years** of relevant experience, including at least **3 years in a leadership role** in a school or educational institution.
- Proven experience in both student counseling and working with children with special needs.
- Strong leadership, communication, and crisis management skills.
- Commitment to child protection, ethical standards, and inclusive education.
- Fluency in English and Hindi.

Preferred Attributes:

- Empathetic, patient, and student-centered approach.
- Familiarity with low-income community contexts or under-resourced schools.
- Experience with capacity-building for teachers and conducting training programs.
- Familiarity with CBSE guidelines and NEP 2020 recommendations on student wellness and inclusion.