DIRECTOR OF PSYCHOLOGICAL SERVICES
Phillips Academy

Job Summary
The Director of Psychological Services has primary responsibility for all student mental health-related services at Phillips Academy, a private, residential secondary school with an extensive and rigorous academic program. The director leads an in-house team of counselors and collaborates with others across the Academy to provide mental health programming and services in support of the personal and academic success of 1150 diverse students. This is a 12-month, ongoing administrative faculty appointment reporting to the Associate Head of School for Equity, Inclusion, and Wellness. The Director of Psychological Services works closely with the Medical Director to ensure a campus-wide integrated and holistic approach to health and wellness. The job includes management, administrative, supervisory, and clinical duties. The psychological services team provides crisis intervention and emergency coverage 24/7.

Essential responsibilities include:

Strategic Leadership
- Continuously define a vision and model for mental health services including education, counseling, outreach, and emergency response
- Maintain contemporary knowledge of the literature, research, and trends within adolescent mental health and initiate innovative methods to ensure that students receive high-quality services as needs change
- Define appropriate scope of practice for counseling and psychological services
- Ensure that the development and delivery of programs and services meet the needs of a diverse student population
- In partnership with the Medical Director, ensure design and delivery of a high quality, integrated approach to student wellness
- In partnership with the Dean of Students, ensure that appropriate training and resources are available to house counselors and residential staff
- In partnership with the Director of Wellness Education, ensure that the Empathy, Balance, and Inclusion program curriculum includes appropriate social-emotional components
- Identify and plan professional development opportunities for faculty and the Rebecca M. Sykes Wellness Center staff

Clinical Administration/Management
- Recruit, supervise, and evaluate counseling clinical and administrative staff
- While serving as the lead clinician, provide clinical consultation and supervision to counselors
- Coordinate with the Medical Director to integrate the services of the consulting psychiatrist
- Develop and implement assessment protocols for counseling that enable ongoing evaluation of services and student needs
- Ensure high quality training and professional development of counseling staff including continuing education to maintain licensure and stay current in the field of adolescent mental health
- Coordinate crisis intervention response processes and systems for counseling, including providing clinical back-up and supervision for on-call counselors
- Serve as primary interface to communicate with families regarding incoming and returning students’ mental health
- Provide supervision to one or more trainees
- Ensure culturally competent practices
• Ensure appropriate compliance with ethical guidelines, legal requirements, accreditation standards, and Academy rules and protocols

Administration/Management
• Manage the psychological services unit and its partnerships across campus to provide a range of services and programs that support and enhance students’ personal and academic success
• Manage financial, staff, and technology resources for the delivery of an appropriate level of care
• Develop and administer annual budget
• Conduct throughput and outcome assessment of counseling services and prepare analytical data reports to guide service and program profile and ensure continuous quality improvement
• Supervise maintenance of networked electronic record-keeping, scheduling, and data collecting software.

Collaboration
• Maintain cooperative and collaborative relationships with student-service and educational units/teams across the academy: medical, wellness education, academic skills center, Dean of Students, Dean of Studies, college counseling, house counseling, equity and inclusion
• Serve as member of nine-person Student Program Review Committee (SPRC) which considers modifications to individual student academic and/or program commitments
• Serve as member of four-person Student Response Team (with the medical director, Dean of Students, and Dean of Studies) which applies the Essential Elements of Student Life to guide decisions around student support, student leaves, and student returns
• Develop collaborative relationships with community partners to provide expanded capacity for delivering student mental health services

Minimum Qualifications
• Advanced degree in counseling or clinical psychology or M.S.W.
• Currently licensed as a mental health practitioner; if not licensed in the Commonwealth of Massachusetts, must be licensed within 12 months of employment
• Knowledge of current trends and best practices in adolescent and secondary school mental health services
• Experience working as a clinician in a psychological services unit in a residential educational setting
• At least five years of experience providing administration, clinical supervision, and assessment of clinical services in a mental health setting
• Proven record of success and commitment to diversity, equity, and inclusion and strong cultural competency skills
• Strong written and verbal communication skills

Additional information about Phillips Academy’s commitment to student health and wellness can be found here:
https://www.andover.edu/living/health-and-wellness