



## Counselor

The school counselor employs leadership, advocacy and collaboration to promote student success, provide preemptive services and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career and personal/social development for all students.

The responsibilities and duties of school counselor incorporate ASF's guiding mission that every student is encouraged to love learning, live purposefully and to become responsible, contributing citizens of the world.

### Required Qualifications:

- Master's degree in counseling or school counseling
- Valid credential to work as a school counselor
- Two years of successful experience as a counselor in a school setting
- Experience in a U.S.-style curriculum
- Bilingual English/Spanish

### Desired Personal Characteristics:

- Interest in living and working in Latin America
- Works well individually or as a team member
- Effective interpersonal skills, ability to motivate and inspire others
- Self-motivated and continuous learner
- Unequivocally maintains professional privacy and confidentiality

### Responsibilities:

#### Development and Management of Comprehensive School Counseling Program

- Plans and develops a comprehensive school counseling program with the head of school.
- Develops and maintains a written plan for effective delivery of the school counseling program based on a national Comprehensive School Counseling Standard Course of Study and current divisional data.
- Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e. administrators, teachers, students, and parents).
- Provides direct services through the Guidance Curriculum, Individual Student Planning and Preemptive and Responsive Services, and most remaining time in program management, system support, and accountability
- Uses data to develop comprehensive programs that meet student needs.

#### Delivery of a Comprehensive School Counseling Program

##### Guidance Curriculum

- Provides leadership and collaborates with other educators in the school-wide integration of a Guidance Curriculum Standard Course of Study.
- Implements developmentally appropriate and prevention-oriented group activities and advocacy programs to meet student needs and school goals.
- Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

##### Individual Student Planning

- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- Accurately and appropriately interprets and utilizes student data.
- Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.



- Coordinates the accurate placement of students in appropriate courses/groups based on student interest, needs and learning styles.
- Coordinates with Mexican program officials to assure students will be revalidated.
- Monitors the adjustment of new students.

#### Preventive and Responsive Services

- Provides individual and group counseling to students with identified concerns and needs.
- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- Implements an effective referral and follow-up process as needed.
- Serves as needed on campus-wide emergency response teams.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

#### System Support

- Participates in professional development activities to improve knowledge and skills.
- Uses available technology resources, including ASF student data and assessments management systems to enhance the school counseling program.
- Manages the implementation of school-wide standardized testing programs.
- Coordinates as a case manager for students involved in multi-program support such as special education, ESL, or SSL.
- Coordinates and facilitates the division-specific guidance programs such as career or grandparent days, college fairs, and the like.

#### Major Function: Accountability

- Conducts a yearly program audit to review extent of program implementation and effectiveness.
- Collects and analyzes data to guide program direction and emphasis.
- Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions. Alerts teachers and division leadership when these are found in a group.
- As necessary, takes on the role of the conscience of ASF.

#### Reports to: Head of School

**Application Procedure:** Interested and qualified candidates must submit a (1) *résumé*, (2) cover letter that includes personal philosophy and (3) an employment application form (download from the ASF Application Requirements section). Please submit all information *electronically* as a *single* attachment to [hc@asf.edu.mx](mailto:hc@asf.edu.mx).