

## **Counselor**

### **(ECC, LS, MS, & US)**

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.

### **Education and Certification Requirements:**

- Master's degree in counseling or school counseling
- Valid credential to work as a school counselor
- Bilingual, English/Spanish

Preferable for the position:

- Have PYP, MYP, IB Diploma or AP training/experience.
- Have coaching experience.

Have experience in other international and/or bilingual schools.

### **Qualifications and previous experience required:**

- Two years of successful experience as a counselor in a school setting
- Experience in a U.S.-style curriculum

### **Program Management and Evaluation:**

- Counselor defines needs and priorities that impact the Division.
- Counselor consistently evaluates the counseling program to assure its contribution to the school's mission & goals. The program is defined.
- Counselor conducts program evaluation and determines the impact of the guidance curriculum.
- Counselor plans for and schedules/places students in the best program for the short and long term.
- Counselor plans, schedules and compiles a data analysis protocol for MAP/NWEA testing

### **Responsive Services:**

- Counselor consistently respects and nurtures the uniqueness of each student.
- Counselor consistently provides a safe, confidential setting in which students present their needs and concerns.
- Counselor consistently empowers students to identify problems and use resources to resolve issues.
- Counselor utilizes a broad range of techniques and accepted theories appropriate to school counseling.
- Counselor consistently utilizes tools, individual planning skills, and counseling to facilitate informed student choices (aptitude, adjustment, interest, learning styles, academics, and careers).
- Counselor consistently responds to crises.
- Counselor consistently prepares all students for successful transitions.
- Counselor consistently provides for maximizing personal growth and developing resiliency for caseload.
- Counselor consistently implements the Comprehensive School Counseling Program, which includes educational, career, and personal/social components.
- Counselor supports the division's Advocacy / Wellness Program(s)
- Counselor effectively presents/facilitates curriculum in a logical, well organized manner with clear objectives that "make sense" to students.
- Students on the caseload are actively engaged in learning activities.

### **Consultation/Collaboration:**

- Counselor consistently consults with families to enhance and understand their child's development and needs.
- Counselor consistently collaborates with faculty, staff, administrators, and others to enhance their work with students and participate/facilitate school-based teams.
- Counselor consistently works with staff to provide support for students in crisis situation with staff to provide support for students in crisis situation.
- Counselor works with staff, to develop, promote and support behavior management/ intervention strategies.
- Counselor consistently consults with external community and professional resources.
- Counselor consistently assists teachers, increasing awareness of social/emotional skills and career development.
- Counselor consistently works with colleagues to administer an effective learning climate within the Division.
- Counselor consistently selects and uses referral interventions appropriate to students' problems and circumstances"
- Counselor consistently collaborates with staff concerning assessment of special needs students, including those not identified for special education services.

### **Professional Responsibilities:**

- Willing to participate beyond the academic program, is punctual and reliable with paperwork, duties, and assignments; keeps accurate records.
- Demonstrate professional demeanor and maintains appropriate boundaries.
- Is ethical, uses good judgment, and maintains confidentiality with student records.
- Collaborate with colleagues to plan share ideas, and look at student issues as a team.
- Seek out effective ideas from colleagues, workshops, and other sources and implements them well.
- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

### **Supervises:**

No one but works in a collaborative manner with faculty members as a coach.

### **Reports to and is evaluated by:**

Reports to and is evaluated by: Head of School and/or Academic Dean. Shall be evaluated annually according to procedures established by school policy.

### **Application Procedure:**

Interested and qualified candidates must submit: 1) resume, 2) cover letter that includes educational philosophy, as well as clearly highlighting the degree to which the preferred qualifications are met, (3) an ASF employment application (<http://solutions.asf.edu.mx/application/>) and 4) copy of your counseling credential/s, transcripts. Please attach files electronically while completing your application.