



## SMIC-I ES-MHS Counselor

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	Counseling Director	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I ES-MHS Counselor	<i>Department</i>	MHS
<i>Approved By</i>	SMIC-I K-12 Principal	<i>Section</i>	Counseling Department
<i>Revision No/Date</i>	Created December 4, 2018; Updated December 9, 2020; Effective August 2021		
POSITION DESCRIPTION			
<b>Job Purpose</b>	Contributes toward building a world class SMIC Private School International by facilitating an emotionally healthy school learning climate for elementary and MHS students through counseling support in a dynamic system dedicated to honor, excellence, community and joy.		
<b>Successful SMIC Private School educators have ...</b>	<ul style="list-style-type: none"> <li>• <u>Passion</u> about bringing quality education to students that includes ...               <ul style="list-style-type: none"> <li>○ love for education</li> <li>○ consistently operating with a commitment to positivity, excitement and creative problem-solving</li> <li>○ respect for working in a multicultural environment where multiple work styles are valued and celebrated</li> <li>○ being a caring contributor who bring enjoyment to the workplace</li> </ul> </li> <li>• <u>Team spirit</u> commitment that includes ...               <ul style="list-style-type: none"> <li>○ a can-do attitude</li> <li>○ respect for genuine joyful collaboration</li> <li>○ dedication to positive and supportive interpersonal relationship skills</li> <li>○ willingness to take initiative</li> <li>○ desire for transparency</li> <li>○ ability to take direction easily when needed</li> <li>○ willingness to make personal sacrifices for the greater school-wide good</li> <li>○ committed to working in a team based teaching environment where flexibility and collaboration are key</li> </ul> </li> <li>• <u>Strong work ethic values</u> that include ...               <ul style="list-style-type: none"> <li>○ high standards of quality</li> <li>○ effective organizational skills</li> <li>○ being self-directed</li> <li>○ ability to multitask</li> <li>○ comfort with big picture concepts while being detail-oriented when implementing school plans</li> <li>○ serving as a strong positive role model for students at all times</li> </ul> </li> <li>• <u>Responsible outlook</u> that includes ...               <ul style="list-style-type: none"> <li>○ a sense of ownership and reliability in getting the job done correctly to the end</li> <li>○ ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed</li> </ul> </li> </ul>		

<b>Classroom Job Assignment</b>	<b>Grade Level</b>	<b>Number of Class Sections / Week</b>	<b>Total</b>	<b>% of Workweek</b>
HS Life Skills Classes & planning periods	Grades 9-10 as assigned	7 class sections / week plus 2 planning periods as assigned (@ 1 class / section)	7 life skills periods as assigned / week + 7 planning periods	35%
MHS One-on-one & small group counseling, career counseling, and consultation, and other assigned tasks	Grades 6-12 as assigned	As needed	Variable hours per week based on need	15%
ES One-on-one and small group counseling, consultation, and other assigned tasks	Grade K1-5 as assigned	As needed	Variable hours per week based on need	50%
<b>TOTAL NUMBER OF TEACHING PERIODS &amp; HOURS / WEEK</b>			<ul style="list-style-type: none"> <li>• <b>14 hours of instructional periods (as assigned)</b></li> <li>• <b>26 hours variable workload assignment</b></li> </ul>	

**Job Duties**

**Counseling Duties**

- MHS Work Assignment: Work with high school students in SMIC-International (grades 9-10) and the Chinese Track Going Abroad Program (grade 10)
  - Could also involve counseling other MHS students (grades 6 to 8; 11 to 12) on an as needed basis
  - Help grades 9-10 students gain greater awareness building HS career profiles that support the school’s college application program
- ES Work Assignment: Work with elementary students in SMIC-International [Grades K1 (4 year olds) to grade 5] as assigned
- Work with students in classes, one-on-one, or in small group counseling who have specific career development, guidance counseling, or learning or emotional/behavioral needs
- Counsel students in character building and academic success/early remediation
- Enable students to develop an awareness of diversity while recognizing their own unique individuality and potential in group guidance and individual counseling sessions
- Meet with parents and teachers when necessary to develop interventions for students with academic or emotional/behavioral needs
- Proactively cooperate with teachers and staff about students as a means of addressing counseling concerns in essential areas including: personal, social, educational, and career development
- Provide support for individual students who have learning, or social/behavioral needs for students through situational observations, organizing and chairing staff/family teams to support individual students in need



**Classroom Duties**

- Teach weekly life skills class as assigned for high school students (grades 9-10), currently 7 total sections (along with planning periods) in SMIC-International and the Chinese Track Going Abroad Program
- Plan and prepare lessons weekly for all assigned classes based on the school's life skills curriculum including occasional topics as needed as assigned
- Maintain Atlas curriculum units for life skills classes for grade 9 and 10

**General Duties**

- Work from 7:45 am to 4:30 pm (Shanghai time, GMT +8) following the official school calendar whether from on-campus or abroad
- Establish an active and accessible presence at school, in the classroom, on the MHS and ES buildings, and in the Counseling Department
- Work closely with all members of the school-wide Counseling Department including taking part in required department (and other) meetings
- Assist with standardized testing as directed (e.g., MAP, WrAP, PSAT, AP, SAT, ACT), including taking care of administrative functions as assigned [such as proctoring, paperwork, and money collection (as necessary) for testing fees, closely following explicit instructions in test administration etc.]
- Maintain and update student files accessible to the counseling office using PowerSchool and other school reporting systems
- Remain available to assist with discretionary counseling duties and emergencies as assigned by the Counseling Director and ES/MHS administration
- Serve as staff support when needed for school events
- Attend professionals meetings as required including full staff, department, student support meetings, and child protection team meetings, and others as assigned

<p><b>Organization and Communication Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate strong positive commitment toward school improvement</li> <li>• Comfortable working in a school that integrates Chinese and American style educational philosophies</li> <li>• Knowledgeable about the American-style elementary and secondary education system and how counseling integrates into it</li> <li>• Demonstrates commitment to education at all assigned grades' level including innovations and best practices</li> <li>• Able to complement established course curriculum regarding character education to buoy student learning and well-being; including assisting teachers in designing units to support student-centered social and emotional learning needs (as a means of being a resource)</li> <li>• Patient in working with members of the school community calmly and positively in tense high pressure situations including following chain of communications command</li> <li>• Actively engage in professional development opportunities as provided by the school or through individual initiative</li> <li>• Comfortable with computers for school related purposes including data management, Tencent Meeting, DiskStation, WeChat, Finalsite (our website), Rubicon Atlas, PowerSchool, email, and MS Office programs</li> <li>• Fluent in both oral and written English at a professional standard</li> <li>• Knowledge of Mandarin is a plus but not required</li> <li>• Flexible and culturally sensitive in adapting to a multi-cultural environment with school community members (students, staff, and families) of diverse nationalities</li> <li>• Positively and proactively communicate with parents/families and students</li> <li>• Works effectively with students who exhibit near English proficiency</li> </ul>
<p><b>Research-based Best Practices Guiding SMIC-I Frameworks</b></p>	<ul style="list-style-type: none"> <li>• <i>Understanding by Design</i>, Grant Wiggins &amp; Jay McTighe. ASCD. 2005</li> <li>• <i>Mindset: The New Psychology of Success</i>. Carol S. Dweck. Random House. 2006</li> </ul>
<p><b>Education and Work Experience Requirements</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree <u>required</u> /Master's degree <u>preferred</u> in an counseling education-related field (i.e., counseling, psychology) preferred, but degrees in education, (elementary, secondary education, or administration) considered with counseling experience</li> <li>• Possess a valid counseling, teaching and/or administrative license/certificate</li> <li>• Prefers at least 3 years related school counseling experience (preferably spanning elementary through high school grades), or a combination of 5 years regular full-time teaching and school counseling</li> <li>• Evidence of current relevant professional development, especially in counseling</li> </ul>



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<b>Signatures</b>	<ul style="list-style-type: none"> <li>As the employee, I have reviewed this job description with my direct supervisor and have been provided a copy of this job description.</li> </ul>
	<div style="display: flex; justify-content: space-around; width: 100%;"> <span style="font-size: 2em;">X</span> <span style="font-size: 2em;">X</span> </div> <hr/>
	<span>Employee</span> <span>Printed Name</span>
	<div style="font-size: 2em;">X</div> <hr/>
	Date
	<ul style="list-style-type: none"> <li>As this staff member's direct supervisor, I have reviewed this job description with the employee assigned to this role as listed above.</li> </ul>
	<div style="display: flex; justify-content: space-around; width: 100%;"> <span style="font-size: 2em;">X</span> <span style="font-size: 2em;">X</span> </div> <hr/>
	<span>Direct Supervisor</span> <span>Printed Name</span>
	<div style="font-size: 2em;">X</div> <hr/>
	Date