

## High School Comprehensive Counselor

<b>Division:</b>	<b>High School</b>
<b>Position:</b>	<b>High School Comprehensive Counselor</b>
<b>Reports to:</b>	<b>Secondary School Principal</b>

### Overview:

As student advocates, UNIS High School Counselors work in partnership with students, educators, parents and the community to foster an inclusive and collaborative school environment central to the success of the UNIS Mission, Vision, and Values. UNIS Counselors provide an accessible programme that is comprehensive, developmentally appropriate and addresses the social-emotional wellbeing as well as academic and career needs of all students.

This is a comprehensive counseling position for students in Grades 10-12 with a caseload of approximately 90-100 students. Candidates must be committed to addressing both the academic and personal/social emotional development of our students as well as offer support and guidance with the university admissions process.

### Core Responsibilities

#### SOCIAL EMOTIONAL

- Assist HS students in developing personal/social skills or using short-term interventions to support students with social-emotional challenges
- Collaborate with the counseling team to develop, teach, and maintain a written HS Counseling curriculum
- Conduct individual and small group counseling sessions as necessary

#### STUDENT SUCCESS TEAM

- Collaborate with all members of the HS Student Support Team, including designated Case Managers with whom counsellors have a collaborative relationship, and participate in team meetings
- Respond to, document and communicate student Alerts on School Information System
- Collaborate as part of the UNIS Child Safeguarding Team
- Communicate effectively with all relevant professionals both within UNIS and in the wider community to support students



- Recommend appropriate diagnostic testing in concert with the HS Student Support Team and School Psychologist

#### ACADEMIC

- Work with families and colleagues for the placement of current and new students in appropriate classes
- Assist students with academic schedules, university placement, and career planning
- Oversee all aspects of the University Counseling Programme with the Counseling Department
- Coordinate university campus visits and college fairs

#### COMMUNICATION

- Coordinate professional discussions between administration, teachers, specialists, and parents as necessary
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals
- Maintain and foster positive, collaborative relationships with teachers in order to stay current with the learning environment in the school
- Develop and facilitate community workshops (e.g. morning and evening parent meetings, university sessions, etc.)

#### TRANSITIONS

- Actively participate in the review of student admission files
- Support new families in their transition to UNIS through course selection
- Oversee new student orientations

#### **Qualifications:**

- Master's Degree in Counseling or equivalent
- Experience as a Counselor in a High School setting
- Significant experience working as a University Counselor in an international setting  
Knowledgeable with regard to university entrance requirements for multiple countries
- Working knowledge of the IB Diploma Program and its impact on university acceptance preferred