



Shanghai Community International Schools

Job Description

TITLE: ECE School Counselor/Student Support Team Leader

POSITION SUMMARY: The ECE (Early Childhood Education) School Counselor/Student Support Team Leader works closely with administration to design and implement a counseling program that meets the developmental, emotional, social and academic needs of students ages 2-6. The counselor/team leader acts as an advocate for students' well-being and as a valuable resource for their educational advancement.

QUALIFICATIONS:

- Master level degree in School Counseling and/or Special Education and current credentials
- Proven experience as a School Counselor and/or Special Education teacher
- Experience in Early Childhood Education
- Proficient knowledge and use of computer programs and applications such as Office 365 and Microsoft office

CHARACTERISTICS OF THE SUCCESSFUL CANDIDATE:

- Excellent collaboration and team building skills
- Integrity and professionalism
- Ability to operate within a wide range of personalities, cultures and backgrounds
- Excellent communication skills and high emotional intelligence abilities

REPORTS TO / EVALUATED BY: Director of Student Support and ECE Principal

MAJOR RESPONSIBILITIES AND DUTIES:

As the **School Counselor:**

- The ECE Counselor coordinates and schedules individual and small group counseling sessions, classroom lessons and parent/teacher consultations in an effort to develop an overall comprehensive school counseling program,
- Communicates and works closely with classroom teachers, learning specialist teachers and outside agencies regarding behavioral and classroom management strategies,
- Becomes actively involved with students through classroom visitations, presentation of lessons, participation in student activities and being visible during student recess etc.,
- Establishes a practical, engaging counseling program that involves students, parents and teachers, and
- Assists administration in developing and sustaining a positive school climate and program.

As the **Student Support Team Leader:**

- The Student Support Team Leader develops and leads a comprehensive intervention program with current/research-based methods of teaching and mentoring,
- Assesses student attributes and helps them realize strengths and overall potential,
- Evaluates the progress of students and reinforces the sense of accomplishment,
- Identifies behavioral needs or at-risk students and responds appropriately in collaboration with teachers and parents,
- Cooperates and collaborates with all stakeholders,
- Prepares and reports on student progress,

- Builds relationships with outside providers to coordinate student services.

Other job responsibilities may include, but are not limited to:

- School Leadership Team
- Child Safeguarding Committee
- Crisis Response Team
- Systemwide Social and Emotional Support Team

SCIS BELIEVES:

- That each employee makes a significant contribution to our success and
- That contributions should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.