



Job Description / Role Description Template

(For all educational professionals other than teachers, permanent substitute teachers, instructional substitute teachers, educational assistants, or inclusion assistants.)

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| Name | |
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| Job Title | High School Counselor |
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| Section | N-Pk ___ | ELEM (K-5) ___ | MS (6-8) ___ | HS (10-12) <u>X</u> |
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| Department | Wellbeing |
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| Reports to | Assistant Principal |
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Minimum Qualifications:

- Bachelor’s degree and 3+ years of experience in a school setting; preferably 2+ international
- Working knowledge of university systems in North America
- Clear understanding of U.S. based programs, curriculum and the Common Core State Standards
- Uphold the ethical and professional standards of applicable professional counseling associations and promote the development of the school counseling program

Preferred Qualifications and Qualities:

- Master’s degree in School Counseling, Educational Psychology, or similar field and 2+ years of experience
- Valid Counselor Certificate or license
- Experience with diverse student and parent populations
- Working knowledge of university systems around the world
- Be a team player
- Thoughtful decision-making
- Role models lifelong learning
- Maintain memberships and adhere to guidelines created by the National Association for College Admissions Counseling (NACAC), the International Association for College Admissions Counseling (Int’l ACAC), and the American School Counselor Association (ASCA).
- Confident to lead, in conjunction with the team, information sessions and workshops for parents and students on systems such as UCAS, and the Common App, international university applications and post-results procedures, as well as contribute to the faculty’s resources.

Responsibilities:

GENERAL:

- ❖ **Crisis Team**
 - Develop Crisis Intervention Plan as a Crisis Response Team member.

- Respond to crisis situations as they occur.
- ❖ **New Students.**
 - New student orientation to ASFM and check in throughout the year.
 - Track integration process for all new students.
- ❖ **Temporary Leave**
 - Meet with students considering a Temporary Leave; inform them of the process and their responsibilities.
 - Liaise with HS Assistant Principal and Superintendent during process.
 - Oversee the recommendation letter process for students leaving.
- ❖ **Timetable/Schedule**
 - Guide and advise students through the course selection process on PowerSchool.
 - Assist build of general timetable.
 - Schedule students into timetables on PowerSchool.
 - Develop and implement a course change process (watchful of rigorous courses).
 - Facilitate students taking courses from external providers (i.e. K-12 Online Academy) for credit at ASFM.
 - Ensure graduation requirements are met by all students, final transcripts.
- ❖ **Student Review and Placement**
 - Review student files in 9th grade with HS Asst. Principal regarding students who will require continued or additional support for success in Prepa.
 - Schedule, run and review and analyze standardized tests with HS Asst. Principal.
- ❖ **School Presence/Environment**
 - Develop and present workshop sessions to students/parents.
 - Oversee awareness, promotion of safe and caring school as well as collect (analyze) data and provide support when bullying issues arise.
 - Attend and present at PTA meetings if/when needed.
- ❖ **Networking**
 - School Counselors are knowledgeable about community resources, referral agencies, post secondary options as well as other educational institutions.
 - Successful Counselors do not work in isolation. They embrace collaborating and working with fellow educators to learn from each other and improve student learning. They also liaise effectively with external specialists.

SOCIAL /EMOTIONAL:

- ❖ **Individual Counseling**
 - Provide one-on-one sessions with counselor and student to provide social-emotional and/or academic support.
 - Work through professional staff and communicate with parents for individual student social/emotional/behavioral/personal concerns for students in Grade 10–12/Bach I-III.
 - Mediate/facilitate issues between teachers and students.
 - Attend grade 10-12 team meetings to discuss students.
- ❖ **Classroom/Auditorium Guidance**
 - Create structured developmental lessons/activities designed to assist students in achieving the desired competencies and to provide all students with the knowledge and skills appropriate for their developmental level.

COLLEGE & CAREER:

- ❖ Educate students in large, small groups and individual meetings, about colleges and universities across the world and facilitate their matriculation, including preparation, selection, testing, application, and applying for financial aid.
- ❖ Host college and university visits.
- ❖ Represent ASFM to universities and colleges across the world via electronic communication, conferences, and counselor fly-in programs.
- ❖ Maintain and update the university electronic database.
- ❖ Advocate for every student; write the school recommendation for each assigned student.
- ❖ Encourage and support students in their search for special scholarship programs.
- ❖ Facilitate interviews as possible.
- ❖ Communicate to the ASFM general community about relevant college and university matters.
- ❖ Provide reports, as requested, for the Board and any accreditation efforts.
- ❖ Maintain memberships and adhere to guidelines created by the National Association for College Admissions Counseling (NACAC), and the International Association for College Admissions Counseling (int'l ACAC).
- ❖ Attend professional conferences when possible.

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| Supervisory Responsibilities: (if any) |
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With students:

- ❖ **Peer College Counselors (PCCs)**
 - Select peer college counselors from College Preparation course in the spring semester.
 - Coordinate College Fair responsibilities with PCCs.
 - Oversee different projects organized by the PCCs throughout the year to guide and assist the generation with their application process.

With colleagues:

- ❖ N/A

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| Other pertinent information not included above |
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