



Shanghai Community International School

上海长宁国际外籍人员子女学校

TITLE: Lower School Counselor (Hongqiao Main Campus)

POSITION SUMMARY: The LS Counselor is a member of the Student Support Team, and oversees the development, resources, support, and implementation of Social and Emotional Learning through program initiatives, policy articulation, data tracking, research-based practices, curriculum, classroom/small group/1:1 sessions and check-ins, training, as well as outreach of external support and networking.

QUALIFICATIONS& EXPERIENCE

- Counseling training and appropriate qualification/s (Masters level preferred)
- Teaching qualification (preferred)
- PYP experience (preferred)
- Knowledge/experience with Universal Design for Learning (UDL) Framework and Multi-Tiered System of Support (MTSS) (preferred).

ATTRIBUTES:

Calm, resilient, caring, positive, knowledgeable of best/research-based practices, excellent communicator, high emotional intelligence, and an innovative and a self-starter.

REPORTS TO/ EVALUATED BY: LS Principal. Works closely with the LS Vice Principal and the Director of Student Support (DOSS).

MAJOR RESPONSIBILITIES AND DUTIES: (but not limited to)

STUDENT SUPPORT & PASTORAL CARE

- As a member of the Student Support team, engage as an active collaborator in student profile meetings, and program meetings, advocating for, providing strategies in support of, and removing barriers related to students wellbeing, social and emotional development, and inclusion.
- Work proactively and collaboratively with the LS leadership team, Student Support team, staff and families, to assist with the development and implementation of our school Positive Culture Framework which includes Tier 1 behavior strategies, learning environment agreements, class Morning Meetings, Positive Discipline, restorative practices and self-regulation strategies.
- Identify behavioral needs or at-risk students and act appropriately in collaboration with teachers and families.
- Provide responsive sessions, strategies, tools and supports to actively assist and address individual educational and behavioral support plans (IEP's) for students.
- Provide ongoing counseling support to students, families and staff as appropriate using current research-based practices and theories.



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- Conduct group or individual observations of students, and collect and analyze observational/perceptual data to assist with strategies, data, and learning plans.

PYP, CURRICULUM & POROGRAM

- Work alongside the PYP Coordinator, and teachers to provide support, strategies, resources, and training (as appropriate) for the Programme of Inquiry (POI), specific Units of Inquiry (Uoi), Morning Meetings, pastoral care, school programmes, events and initiatives.
- Oversee the development and strategic implementation of Social and Emotional learning through the design of pastoral care topics (within Morning Meetings).
- Actively promote and design initiatives that support the development of the IB Learner Profile attributes.

DATA, SYSTEMS & PROCESSES

- Assist with the active implementation and in-service training in relation to school policies and frameworks (such as the Positive Culture Framework, Inclusion Policy, Student Support Referral System, Anti-Bullying Policy etc.)
- Utilize, promote and implement the school's Student Support Referral system and keep up to date data (confidential and public) related to individual caseloads.
- Identify tracking tools and use data protocols to assist with data analysis related to individual cases and program implementation.
- Serve as an active member of the Child Safeguarding Committee and (any) team around the child meetings.

TRAINING, OUTREACH & COMMUNITY CONNECTIONS

- Assist with training and development related to social, emotional, and behavioral support through staff meetings, outsourced professional opportunities, mini workshops, observations, lessons, and staff/student/parent/family workshops.
- Collaborate with the LS leadership and Student Support team to plan, prepare, contribute (and facilitate) family meetings related to student social, emotional and behavior plans.
- Establish rapport and connections with families, external professionals/institutions, cross division/campus Counselors.