



SCHOOL COUNSELOR

Start date: August 2022



<https://www.aas.ru/about-us/employment>

The Anglo-American School of Moscow only accepts resumes in English. Interviews and communications are conducted in English language. Fluent spoken and written English language (C1 or a C2 level) is a must.

TYPE OF JOB: Full time

ROLE LEVEL: Non-managerial

REPORTS TO: PreK-8 Principal

CORE DUTIES

Curriculum Leadership

- Lead the articulation of the PSE curriculum; as well as across divisions with the support of the School leadership team
- Collaborate with a team of School teachers to develop articulation of the PSE curriculum and its integration with other subject areas/units of inquiry
- Develop a respectful, collegial and collaborative relationship with Leadership to further support the social, emotional and behavioural program of the school
- Collaborate with the PYP coordinator to ensure articulation of common vision throughout ES
- Understand and communicate the written curriculum and keep up to date with PSE curricular developments within the IB
- Prepare and facilitate classroom lessons based on our school's expectations for classroom instruction, prioritising inquiry, integration and the PYP philosophy
- Integrate ISCA standards

Best practice and collaboration

- Support and guide teachers in helping students in their personal and social development and in the early identification of student problems
- Collaborate with stakeholders (both inside and outside school) to develop and implement responsive educational programs that support the achievement of goals for every student
- Understand and promote best practices: integrating PSE and ISCA standards in units of inquiry and promoting the learner profile, PYP attitudes, etc.
- Support teacher teams in planning for PSE instruction
- Model, team-teach and provide instructional strategy support to teacher/Instructional Assistant groups and individuals in teaching PSE and developing the whole child
- Consult with and implement professional development for educators, parents and staff regarding children's needs

Advocating for students' personal and educational needs

- Provide orientation for new students and their families as well as transition guidance and support for leaving students and families
- Provide counseling to students about coping with difficult personal and family problems
- Provide counseling to students in terms of increasing self-awareness and developing positive self-concept
- Provide action plans to assist students and involve teachers in supportive action as deemed necessary
- Serve as Lead Child Protection Officer, liaising with Designated Safeguarding Leads and acting as first contact to support students
- Inform teachers with appropriate information on circumstances with students
- Work with the teacher leaders and homeroom teachers to provide an effective support system

System change and organization

- Meet weekly with School Administration to plan events and discuss issues of importance
- Lead the Child Study Team process through scheduling meetings, collating of needed documents, creating of the agenda and facilitating the meeting.
- Requires some work during AAS calendar breaks
- Lead the development of class lists; facilitate gathering and analysis of feedback around placement from identified stakeholders
- May collaborate as a member of the AAS Emergency Response Team
- Maintain accurate student records as related to student personal social development
- Collaborate with teams to assess the school programs for systematic barriers to academic and social success
- Coordinate with the Admissions Office and Student Support Services to read, collate important notes to be referenced, and to evaluate student admissions documents/records as a first step to the admissions process, after Student Support Services approval, and to determine best class placement upon admission.
- Work with the Admissions Office to transition new and departing students; assists with updating student information files
- Work with the teachers to gather and send leaving students' recommendations to their next school; support outgoing students with proctoring placement tests (as needed)
- Meet and coordinate monthly with school wide counseling team

QUALIFICATIONS & REQUIREMENTS

- BA or MA in counseling, with a teaching credential
- PYP training
- Teaching experience within the PYP is preferred
- Previous counseling experience in an Elementary school is preferred
- Leadership qualities, advocate for students, collaborator, motivated, organized and a team player

KNOWLEDGE, SKILLS & ABILITIES

- Dedication to implementing and fulfilling the AAS Vision, Mission, Core Values, and Strategic Priorities
- Ability to build professional relationships, develop trust with all constituents - students, parents, colleagues and community members
- Ongoing positive interactions with students, staff, and parents
- Proficient in using technology tools and systems. Familiarity with PowerSchool student information system as an admissions and records entry tools is preferred

The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

