

## **Colegio Maya School Counselor Local Applications Only**

**Reports to:** Director of the School

**Collaborates with:** Director, Principals, Admissions Coordinator, Faculty, Learning Resource Center, Students, and Parents

**Hours:** 7:30 - 15:30

### **Job Goal:**

Is responsible for providing counseling services to support students' social-emotional development. To work collaboratively with parents, teachers, support staff and administrators in order to promote a healthy learning environment. The school counselor provides leadership in the school through the implementation of a comprehensive, data-driven counseling program aligned with Colegio Maya's purpose and core values to promote academic and social/emotional support while ensuring equity and access for all students.

### **Qualifications and Experience:**

- Masters in Counseling, Psychology, Education, Psychopedagogy
- 2-5 Years of experience working in a school
- Deep understanding of the school's culture and values
- Proven experience maintaining confidentiality and discretion in sensitive situations
- Excellent interpersonal and communication skills
- A strong interest to help others and the ability to inspire respect, trust, and confidence
- Proven skills in testing, reporting and test interpretation
- Technology understanding and application
- Bilingual proficiency in English-Spanish

### **Primary Responsibilities:**

#### Counseling

- Builds relationships with students, parents and faculty ensuring appropriate confidentiality in all counseling situations. Meets with students individually or in small groups that have been identified for having social and/or emotional difficulties.
- Creates and delivers counseling opportunities in the areas of self-awareness, self-management, social awareness, relationship skills, responsible decision-making.
- Offers counseling support to departing students as requested.
- Makes referrals for outside counseling or assistance and liaisons with non-school professionals as appropriate to best serve student needs.

#### Social Emotional Learning (SEL)

- Liaises development and implementation of SEL integration.
- Helps plan, facilitate and participate in Professional Development opportunities.
- Delivers SEL curriculum responding to divisional needs and schedule structures.
- Offers support to teachers to promote good study habits and positive behavior.
- Offers support to teachers and Principal for students with behavior/discipline challenges.

### Administration:

- Assists administration to identify, develop, schedule and deliver parent workshops to address parenting needs
- Counsels admissions process of potential new students by administering admissions assessments, candidate interview and making recommendations regarding admission and placement.
- Maintain a current referral list of support systems and resources available in Guatemala.
- Maintain connection with other outside providers associated with foreign mission and/or corporate sponsorship.
- Maintain engagement in activities organized and led by regional organizations such as AMISA, Tri-Association, AAIE, etc.

### Student Support:

- Collaborates with classroom teachers and Learning Resource Center specialists (LRC) to best serve student needs and progress monitor.
- Coordinates and participates in Student Study Team meetings to create plans to serve student needs. Maintains accurate and well-documented records.
- Provides timely feedback to parents and administrators about students' progress and needs.

### Child Protection

- Provides crisis response services and interventions.
- Coordinates Child Protection and Safeguarding task force for training, reporting procedures and follow up investigations.
- Serves as a Safeguarding Team Leader.

### **Other responsibilities:**

- Recess and/or lunch duty.
- Attends faculty meetings, curriculum meetings, Open Houses or other meetings for which requested

Please note that all materials must be scanned into a single pdf attachment of 4MB or less and sent to [director@cm.edu.gt](mailto:director@cm.edu.gt) and cc'd to [hr@cm.edu.gt](mailto:hr@cm.edu.gt) . For further information about The American International School of Guatemala- Colegio Maya, please see the school's website: [www.cm.edu.gt](http://www.cm.edu.gt)

The review of candidates will begin as soon as applications are received. Zoom/Skype video interviews of candidates will take place on a rolling basis and might be scheduled for selected candidates soon after their applications are received.