



المدرسة الأميركية الدولية في أبو ظبي ذ.م.م. The American International School in Abu Dhabi L.L.C.

COUNSELOR

PRIMARY PURPOSE

The counselor will be responsible for working with academic administrators to support the social, emotional and academic needs of AISA stakeholders. The Counselor(s) will also work with other instructional leadership to ensure the smooth running of the School and to formulate plans and strategies for the School's constant improvement and development. The Counselor(s) will perform all duties associated with his/her position at such times and places as the School Director or his authorized representative may direct. The duties and responsibilities of the Counselor(s) will include but not be limited the following:

CLASSROOM GUIDANCE

- Plan and prepare the Advisory program which reflects the International Model for School Counseling Programs and the ASCA model.
- Support teachers in the provision of advisory lessons.
- Conducts information sessions with teachers.
- Speaks at grade level assemblies on a variety of relevant topics.
- Sponsor peer mediation and peer tutoring programs.

INDIVIDUAL STUDENT PLANNING

- Orient new and returning students and their parents to the various academic programs available, and assist them in developing an appropriate student schedule.
- Communicate with parents the results of standardized testing results.
- Meet regularly with students on academic warning/probation.
- Maintain accurate and current records on all students requiring counseling services.
- Maintain accurate records of all communications with parents.
- Monitor students' progress with the Principal, Assistant Principal and IB Diploma Coordinator.
- Organize, in consultation with the Principal and IB Diploma Coordinator, case conferences concerning individual students.
- Maintain strict confidentiality about matters that are shared in confidence, breaching confidence only in cases where a student's life or others persons' lives may be at risk because of psychological instability.

RESPONSIVE SERVICES

- Lead counseling and support for students, teachers and community members in times of grief/stress.
- Communicate with parents and teachers regarding students requiring support.
- Communicate with parents regarding academic/emotional/social concerns of students.
- Seek professional assistance/support for students and families if necessary.
- Act as an advocate for the students by liaising between the relevant professionals in the student's life, including parents, educational professionals and peers.
- Counsel those who are underachieving as well as those experiencing personal and social adjustment problems.
- Offer one-to-one and small group guidance sessions for students as needed.

هاتف : ٣٣٣ ٤٤٤٤ (٩٧١ ٢)، فاكس : ٠٠٥ ٤٤٤٤ (٩٧١ ٢)، ص.ب : ٥٩٩٢، أبو ظبي، أ.ع.م.

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- Collaborate with the Principal and Assistant Principals, in guiding and counseling students with academic, social and/or emotional concerns.
- Refer students to outside professionals and community support services when necessary for the well-being of the student.
- Work with emotionally and behaviourally difficult and challenging students, and develop a social, behavioral and/or emotional plan to benefit the individual.
- In the event of reports of child abuse, informing the Director/Principal. Establish a direct link with external professionals who would be involved in intervention while maintaining absolute confidentiality about referred cases.
- Present Child Protection Procedures and policies at Full faculty Orientation annually.

SYSTEM SUPPORT

- Review records and transcripts and assist students in making any necessary adjustments.
- Maintain and review students' cumulative records until departure from the school to ensure that educational and graduation requirements are fulfilled.
- Assist the Principal in developing the course selections, and with developing the course class lists.
- Coordinate all facets and phases of the SAT and PSAT assessments.
- Collaborate with Assistant Principals when coordinating required Standardized Assessments (CAT-4, MAP, PISA, TIMMS, etc.)
- Present specific and general information to parents and students about the importance of the academic transcript. The presentation of this information will necessitate an evening program that is informative and engaging for students and parents. It will also necessitate working closely with students and their teachers throughout the year.
- Attend and contribute to Student of Concern (SOC) meetings and follow the MTSS tier-model.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.