



SECONDARY SCHOOL GUIDANCE & COLLEGE COUNSELOR

Start date: August, 2023



<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: Secondary Principal

GENERAL DESCRIPTION

The Counselor is responsible for social/emotional and college counseling to students in Middle and High School. The person in this position must be flexible, qualified & capable of providing a range of counseling services, spanning a variety of levels and grades across secondary school. The number of students is dependent upon student enrollment and may vary from semester to semester. The Counselor works closely with the Principals, faculty, health office, and the other members of the counseling and Leadership team to ensure students proactively receive support and services. The Counselor communicates on a regular basis, forming professional and positive relationships with a variety of internal and external stakeholders, including parents, university admissions departments, and other AAS Community members.

The Counselor plans and organizes service delivery in accordance with the framework of the AAS adopted curriculum, procedures, and policies, with consideration for the students' grade level. The Counselor must be able to communicate well with students, parents, leadership and colleagues, and possess the ability to be flexible and creative with planning to reach students of varying abilities. S/he also helps students develop social skills and positive learning habits in an enthusiastic, stimulating, and positive, inquiry-based learning environment.

A primary responsibility is to develop and implement the counseling curriculum, in collaboration with colleagues; and plan engaging and effective sessions. The Counselor interacts frequently with students' parents/guardians, and other stakeholders in a variety of ways, to effectively communicate. The Counselor also is responsible for additional supervision or instruction during the school day. The Counselor proactively participates in continuing professional education on a regular basis.

QUALIFICATIONS AND REQUIREMENTS

Required

- Five or more years of full-time, full-year counseling experience in middle and/or high school in both guidance and college counseling
- Academic background or experience in the area to be taught
- Bachelor's degree or higher education
- Certification in Education
- Commitment to being an integral part of the AAS learning community
- Dedication to being a reflective practitioner
- Collegial and cooperative relationships with colleagues
- Ability to lead co-curricular activities
- Experience and willingness to lead co-curricular activities
- Demonstrated proficiency with common technology

applications (Microsoft Suite, GSuite, Outlook, etc.) and ability to learn new technology and applications

- Speak, read and write in English fluently, according to the CEFR standards, C1 or a C2 level, as determined by the external AAS testing provider
- Must be eligible to receive a security clearance certification (provided by AAS)

Preferred

- Master's Degree in Counseling, Psychology, School Psychologist or a related field
- Understanding of and experience using standards-based grading and reporting
- Understanding of and experience with IBDP
- Knowledge of and experience with international college admissions procedures and timelines, especially the British, North American, and South Korean systems

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team
- Ability to work cooperatively and collaboratively with others

- Demonstrated analytical, problem solving and time management skills
- Ability to work in a fast-paced environment, manage shifting priorities
- Demonstrated poise, tact, and diplomacy

CORE DUTIES**As a Guidance Counselor**

- Provide guidance and social-emotional support for students settling in to the school, or with academic work or situations at home
- Actively support and monitor student wellness; liaise with Principals, Faculty, the Health Office, and other stakeholders to ensure the effectiveness of AAS systems and approaches to support student wellbeing
- Lead the student study team meetings for students on the Counselor's case load a, develop, monitor and follow-up on student interventions
- Provide orientation for new students
- Develop and lead regular sessions with families on topics specific to each grade level
- Collaborate as a member of the AAS Emergency Response Team
- May provide confidential support to other AAS staff members

As a College Counselor & IBO-related

- Collaboratively plan with students and their families, faculty members as students explore university options
- Provide guidance to faculty in how they might help students in their applications to university
- Support students in their final year(s) at AAS to make their college selections and assist them in completing their applications
- Guide students with the initial steps in researching and decision making on college selection.
- Collaborate with the IB Coordinator in assisting students in Grades 11 and 12 choose courses that will match their aspirations for college admissions
- May be responsible for a variety of IB-related support

As a Counselor for students facing a crisis

- Act as a member of the student support team
- Respond according to AAS procedures and policies, and according to best practices, when we become aware of a student who is “at risk” or facing severe difficulties at home or at school
- Provide action plans to assist students and involve other staff and/or community members in supportive action as deemed necessary.

Planning and Instruction

- Delivers counseling and college guidance services and lessons according to AAS standards and benchmarks, using an inquiry-based approach and the IBO framework
- May serve as an advisory faculty member or teach an elective course, according to AAS needs
- Prepare materials and resources for students in a variety of mediums (print, digital, etc)
- Adapt methods and instructional materials to differentiate and meet students' and stakeholder's varying needs, skill levels, and interests.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- May instruct students individually and in groups, using various counseling methods including discussions, and methods of inquiry.
- Promote and provide emotionally and physically safe opportunities for student advocacy, voice and choice in their learning and routines.
- Establish clear objectives for all topics, units, and projects, and communicate those objectives to students and other stakeholders.

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.