



American School of Brasilia

Learners Inspiring Learners

POSITION: Lower School Counselor

SUPERVISED AND EVALUATED BY: Lower School Principal

WORKING HOURS: Monday to Friday from 8:00am to 4:00pm

PREFERRED QUALIFICATIONS AND EXPERIENCES

- Bachelor's Degree in Psychology
- Master's Degree in Counseling or Psychology
- Two years work experience inside an accredited institution
- Strong organizational/communication skills
- Strength in involving community stakeholders
- Cognitive and achievement assessment knowledge

DUTIES AND RESPONSIBILITIES

- **Develops and supervises a comprehensive guidance program.**
 - Provides individual and group counseling
 - Consults with administration and faculty in matters pertaining to guidance
 - Teaches weekly classroom guidance lessons to grades K3-G5
 - Assists the administration in those additional activities which will promote effective counseling and a positive school environment
 - Keeps current with new counseling techniques and procedures
 - Collaborate with classroom teachers on student behavior, team building, classroom management, student achievement, and monthly assemblies
- **Assists with transitions for new students and staff**
 - a. Develops and implements orientation programs for new and departing students
 - b. Monitors student transitions and provides support when needed
 - c. Assists administration in orienting new parents to the Lower School
- **Assists in the Admission Process**
 - a. Serves as a part of the admissions process for Lower School
 - b. Facilitates admission process including screening, class placement, and New Students Orientation in consultation with Principal and Admissions Director
- **Special Services**
 - a. Serves as a member of the Student Success Team (assists in the identification of students having behavioral/emotional/social difficulty)
 - b. Serves as case manager for students referred to SST for behavioral/emotional concerns
 - c. Consults with teachers, parents, and administration regarding student progress and concerns
 - d. Refers and consults with service providers outside the school setting
 - e. Assists in integrating counseling concerns between school and community and becomes informed about appropriate community agencies for effective referral; assists in updating referral list annually
 - f. Assists students, parents, and staff in dealing with crisis situations
- **Monitors academic progress of students**
 - a. Interprets and translates outside professional evaluation testing results to parents and teachers as requested



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- **Provides assistance to teachers and parents regarding students' academic, social/emotional and behavioral progress**
 - a. Consults with teachers in planning individual programs and behavioral interventions consults with parents regarding home and school issues affecting school performance, facilitate parent study group/ School for parents programs
 - b. Maintains up-to-date permanent records of all lower school students
 - c. Assists students in remediating attendance and tardiness problems
 - d. Serves as a resource person for teachers in teaching special subjects (e.g. adolescent development)
 - e. Facilitates workshops for parents
- **Performs other duties as directed by Lower School Principal**
- **Facilitates Child Protection training**
 - a. Facilitates Child protection training for teachers and staff
- **Facilitates all formal testing of Lower School students, including but not limited to:**
 - a. WISC IV in Portuguese and WISC V in English (must be trained in order to administer)
- Responsible for supervision duties as assigned
- Any other duties as required by the Administration or Lower School Principal.

Builds Positive Interpersonal Relationships:

- Promotes positive interactions among students, parents, faculty and staff who have differing cultural, linguistic, and national backgrounds.
- Fosters a sense of identity and pride in EAB among students, parents, faculty, and colleagues.
- Maintains an open attitude toward new ideas.
- Collaborates with a wide range of divisional and school wide teams.

Ongoing Professional Growth:

- Continues to acquire new learning and reflects new learning and practice.
- Shares in opportunities for in-service and workshop offerings.
- Shares knowledge with other colleagues.
- Sets goals for professional development, takes advantage of professional development opportunities, and demonstrates current best practice in the field of education.