### HIGH SCHOOL GUIDANCE COUNSELLOR

The High School Guidance Counselor should be an outstanding school leader, demonstrating exceptional interpersonal and organizational skills to meet the needs of diverse stakeholders including students, families, and faculty. He/she will have a strong understanding of and respect for cultural diversity, as well as the ability to work with students, teachers, and families to facilitate a positive school experience.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>North Broward Preparatory School</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB PURPOSE</td>
<td>You'll help us ensure that our students’ social/emotional needs are met. You’ll explain how students and parents can work together to support students. As a genuine team-player, you’ll work across our central, regional, and local teams to improve our student well-being. Everything we do is connected to our vision to create a generation of resilient and creative global citizens who will change our world for the better. Your role will impact the organisation by ensuring our students receive support in the mental well-being, which underpins all other success.</td>
</tr>
<tr>
<td>REPORTING TO</td>
<td>High School Principal</td>
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<tr>
<td>DIRECT REPORTS</td>
<td>None</td>
</tr>
<tr>
<td>OTHER KEY RELATIONSHIPS</td>
<td>Internal: Work with our HS Guidance Counselor, Dean of Students, Academic Support Team, Director of Wellness. External: Build relationships with external counselors. Understand IB/AP testing accommodations.</td>
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<tr>
<td>KEY RESULTS AREA</td>
<td>ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY</td>
</tr>
<tr>
<td>LEARNING AND TEACHING</td>
<td>NA</td>
</tr>
</tbody>
</table>

### PERFORMANCE MEASUREMENT

- Employee performance review rating(s)
- Team’s feedback
- Programme success
- Parent Satisfaction Surveys
# PLANNING AND PREPARATION
- Apply for accommodations for PSAT/SAT/ACT/AP/IB.
- Help plan social and emotional student programming.
- Coordinate PSAT testing for 9th - 11th grade.

# PROFESSIONAL AND PERSONAL DEVELOPMENT
- Attend weekly student of concern meetings.
- Participate in all high school professional development.
- Remain current on best practice in student counseling.

# OTHER
- Lead our Peer Support Group
- Proctor AP/IB exams in May
- Work collaboratively with the Director of Wellness to support students and teachers.

# PERSONAL SPECIFICATIONS
- A strong academic record with a Bachelor’s degree (required) or advanced degree (preferred)
- 3+ years experience working in a school setting
- Ability to build rapport with school-age students
- An understanding of diverse cultures and how they contribute to student behavior
- Bilingual is highly preferred
- Sense of humor
- Flexibility is a must as after-hours and weekend hours are required at times
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- You’d like to work in a purpose-led sector.

# PERSONAL ATTRIBUTES
As our teammate, here’s what we expect:
- You love being part of a team – it’s what gets you up in the morning.
- You’ll run it like you own it – you take huge pride in your work and your relationships.
- You’re resilient – you’ll speak up and speak the truth.
- You get the job done – to outstanding levels of quality, every time and always to the deadline.
- You’re humble – you’ll know what you’re great at and where you’re not quite so strong.
- You’re a listener – you’ll hear what people say so you understand what’s being asked.
- You’re calm under pressure – you’ll keep cool when the going gets tough and know when to slow down your thinking.
Entrepreneurial – you’ll always find opportunities to do things differently and better.

**CREATE YOUR FUTURE**

We’re [Nord Anglia Education](#), one of the world’s largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world’s best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you’ll become part of a global family of experts working for a fast-growing premium international brand.