



International School of Indiana

TITLE: High School Counselor and Community Culture Coordinator
DEPARTMENT: Upper School (Grades 9 through 12)
WORK LOCATION: Michigan Road
POSITION STATUS: Full-Time

POSITION SUMMARY:

The International School of Indiana is a private school with ~600 students from Pre-School (age 3) thru 12th grade. The High School Counselor and Community Culture Director reports to the Upper School Principal and supports the school's mission by working collaboratively with all faculty and staff to help students develop their personal and academic skills while providing advice and guidance. ISI is a diverse, multicultural community of adults and children, and it is essential that all our employees respect our diversity and interact well with children of all ages, faculty, staff, and parents.

COUNSELOR RESPONSIBILITIES: (Include but not limited to)

- Providing support for students identified to receive social, behavioral and/or emotional learning support.
- Monitoring the overall social and/or emotional development of individual students.
- Providing formal guidance to teachers on how to best give regular support for students experiencing social and/or emotional challenges.
- Coordinating specific individual student testing as may be required.
- Ensuring school procedures, policies and decisions are in keeping with local, state and national regulations.
- Meeting local educational authorities when invited and implementing their requirements and recommendations.
- Delivering classroom, small group, and individual student support lessons for the "Gryphon Growth" personal and social development program.
- Identifying counseling needs for students and provides consultation to administrators, teachers, parents, and community agencies.
- Collaborating with school and community partners to provide input and insight regarding the academic, personal/social, and behavioral progress of students, in conjunction with other members of the Student Support Services department.
- Working collaboratively with all colleagues, students and parents.
- Communicating proactively student progress and needs with students, their parents and appropriate teachers at beginning of the school year, at the end, and at regular times in-between.
- Continually establishing strong rapport with students, parents and colleagues.
- Maintaining accurate records for students receiving counseling services, as appropriate and in-line with policies, procedures and guidelines for best practice in student counseling.

COMMUNITY CULTURE RESPONSIBILITIES: (Include but not limited to)

- Provide insight into the school's efforts in diversity, equity and inclusion.
- Offer feedback on and/or produce community culture x DEI policies, procedures, protocols, etc...
- Lead and provide guidance to the Lower School and Upper School counseling team related to community and culture strategies and action steps.
- Participate in recommending and planning DEI staff trainings.
- Support and develop student leadership in matters related to diversity, inclusion, equity, and justice.
- Additional duties may include advising, public speaking on behalf of the school, and travel to conferences. From time to time, work hours may extend to evening and/or weekend duties.
- Additional related duties, as assigned by supervisor.



REQUIREMENTS:

- Bachelor's Degree in a related field (Master's Degree preferred)
- 3-5 Years Professional Experience in Counseling and DEI/Community Culture initiatives
- Excellent organizational, problem solving, and time management skills
- Strong written and oral communication skills
- Familiarity with bilingual development and children working in second and additional languages. (Preferred)

APPLICATION:

Please send letter of intent and resume to:
Human Resources
International School of Indiana
4330 N. Michigan Street
Indianapolis, IN 46208
Resumes@isind.org