



## Hangzhou International School Job Description

### **TITLE: Upper School Counselor & Educational Psychology Specialist**

**POSITION SUMMARY:** The Upper School Counselor and Educational Psychology Specialist at HIS is expected to develop a comprehensive support program servicing students with mild, moderate, and intensive needs. Duties include, but are not limited to, determining appropriate assessment tools and procedures for identifying students in need of support, developing and supporting admissions, entrance, and exit criteria for identified students, developing individual modified programs of study for students, collaborating with individual classroom teachers in the delivery of services, implement and develop an Advisory program, oversee schoolwide counselor programs, and provide direct support to students through pull-out and push-in services.

### **QUALIFICATIONS**

- Masters Degree or higher w/specialization in educational psychology
- Current certification as an educational psychologist or special education teacher
- Training and experience as an educational psychologist/special education teacher in a school setting
- Experience in the administration and interpretation of diagnostic tests, including both cognitive and academic tests
- Excellent written and verbal communication skills
- Strong team facilitation and problem-solving skills

### **PREFERRED**

- Experience with administration of a special education program or previous leadership responsibilities
- Experience working in an inclusive school environment
- Knowledge of current best practices in mental health and student support services
- Demonstrated ability to conduct assessments and interpret psychological and educational evaluations

**REPORTS TO:** Deputy Superintendent of School

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### General

- Case management of students with learning disabilities, which includes facilitating teacher and parent meetings, management of Individualized Learning Plans, and overall student advocacy
- Consultations for students identified but not receiving direct services, and for students identified as gifted and talented
- Assessment of student needs and progress
- Management of new referrals to learning support and general psychological support
- Promote the inclusive values and mission of the school within the department through a multi-disciplinary team-based approach
- Promote the use of assistive/adaptive technologies and practices
- Guide the development of unit plans through the lens of differentiation
- Keep up-to-date on curriculum developments and trends in the field of educational psychology
- Assess and analyze student performance on a regular basis
- Communicate with parents and the classroom teacher regarding expectations of students and assessment of student progress
- When appropriate or needed, provide instruction to individuals
- Maintain an inventory of counselor materials, supplies, and resources including assessment tools and other applicable material
- Work with staff to collaborate with other educational activities
- Contribute to campus-wide programs and events and participate in after school activities
- Act as the Child Safeguarding Officer
- Assist administration in clarifying the process of student referrals, support services, and cessation of services for students to be exited from programs
- Provide professional development for teachers and counselors as necessary
- foster a supportive, inclusive, and respectful school culture that prioritizes the well-being and growth of all students
- Provide oversight of ISCA Model and processes EY-12 in collaboration with Lower School Counselor
- Other duties as assigned

#### Consultation

- Consult and support teachers, parents and administrators regarding healthy and effective ways of dealing with problems in learning, behavior, and general mental health
- Consult with Learning Support Teachers and Guidance Counselors to develop interventions based on individual student need
- Help teachers, parents and administrators to understand child development and how it affects learning and behavior
- Assist in the development of working relationships between educators, parents, and community services
- Provide parents and teachers with skills to cope with disruptive behavior
- Maintain confidentiality and ethical standards in consultations and communications with students, parents, and staff
- Serve on the Admissions committee for admission decisions as needed

#### Assessment

- Assess students referred to or by the Student Support Team
- Administer and interpret cognitive and achievement assessments
- Diagnose specific learning disabilities, developmental disorders, attention deficit disorders
- Write full psycho-educational evaluations as requested by SST
- Provide interpretation of assessments and evaluations of students as requested by SST
- Use a variety of techniques at individual, group and systems levels to evaluate students in the following areas as requested by SST:
  - Academic skills
  - Learning aptitudes
  - Personality and emotional development
  - Social skills
  - Learning environments and school climate
- Share evaluation results with parents, relevant teachers, guidance counselors and administrators

#### Community Liaison

- Collaborate with school and community-based personnel to provide a comprehensive model of school linked mental health services
- Coordinate workshops, seminars, or awareness programs for the school community on relevant mental health and educational topics. This includes Inservice Day sessions
- Keep relationships with community partners for student psychological services in Hangzhou, Shanghai and other relevant areas
- Help foster tolerance, understanding and appreciation of diversity in the school community
- Work with children and families to provide integrated community services focusing on psychological wellness and mental health issues
- Develop partnerships with parents and teachers to create a healthy school culture

#### **TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board in accordance with local Chinese law, and school policy.

#### **EVALUATION:**

Performance of this job will be evaluated on an annual basis in accordance with provisions of the School Policy. The primary evaluator will be the Deputy Superintendent of School.

#### **HIS BELIEVES:**

- That each employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or HIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.