

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

JOB DESCRIPTION

<u>Title:</u>	Secondary School Counselor (Grade 6 to 10 Focus)
<u>Job Objective:</u>	To provide counseling support to the Secondary School Students. To facilitate learning and to promote the cognitive, social, and personal development of Secondary School students.
<u>Qualifications:</u>	
Education:	U.S. or equivalent Certification in School Counseling, with a Master's Degree. Experience in Mental Health Counseling preferred.
Experience:	3 – 5 years of experience in a similar field. International experience is preferred.
Knowledge & Skills:	Innovative Mindset, Collaborative, Flexible, Exhibits the Characteristics of the IB Learner Profile

Employment Arrangement:
Teacher Salary Scale

Supervised By:
Secondary School Principal

Major Areas of Responsibility:

Student Relations:

- Provide individual and group counseling as needed.
- Provide academic counseling to students and, as needed, meet with parents regarding their child's needs.
- Monitor students at higher risk, conduct risk assessments, create safety plans for trips, work with outside agency to provide additional support to students at higher risk or students with additional needs
- Peer Ambassador Leader for the Secondary Club.

AISD community members hold each other accountable to these values:

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

“Preparing students to become stewards of a just and sustainable world.”

- Coordinate the admission of new students by meeting with new Secondary school families, interviewing candidates, conducting thorough records reviews of candidates and scheduling an appropriate academic program for each student admitted.
- Assign a buddy to each new student. Follow-up with new students in group or individual meeting within 2 to 3 weeks of arrival, etc.
- Organize Information Nights for Parents and daytime orientation program for students (e.g. introducing 5th graders to Secondary School and 8th graders to High School)
- Assist Secondary college counselor in advising 8th graders regarding selection of Secondary program.
- Help build the Secondary schedule based upon student needs.
- Build individual student schedules for grades 6 to 8.
- Attend Student Support Team meetings.
- Consult with the Principal and Head of School.

Teacher Relations:

- Build strong professional relationships with faculty in order to provide guidance and support of students.
- Attend grade-level team meetings to discuss student concerns
- Review all outgoing progress reports and report cards to analyze data and collect additional information to identify students and create strategies to support teachers and students in the classroom.
- Attend teacher-parent conferences as needed
- Meet regularly with the Student Support Teacher to review student referrals and discuss academic progress of students.
- Conduct regular meetings with other counselors on staff.

Parent Relations:

- Prepare and present educational and information sessions for parents, such as Child Protection and the Health Wellness and Sexuality Education Program.
- Maintain close contact with parents through phone calls and meetings as necessary.

Advisory Program:

- Oversee and coordinate Advisory program: Create Advisory themes centered around our Health Wellness and Sexuality Education Program
- Oversee and Coordinate the Pastoral Care program.
- Assign students to Advisors
- Continue to develop the Advisory program with preparation of lessons
- Build a community of teachers to be a part of the Advisory program
- Provide resources and training to Advisors
- Bring in community resources to supplement Advisory program

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Administrative Responsibilities:

- May assist in the administration of standardized testing (PSAT/SAT, MAP); train teachers, coordinate room assignments, create student schedules, order pencils, booklets and answer sheets, organize proctors, and package for return mail.
- Coordinate interpretation and reporting of test results to staff, parents, and students.
- Serve as a member of the school-wide Crisis Response Team.
- Consult with/refer families to local specialists to serve the needs of students.
- Meet with the Secondary Leadership regularly
- Part of the AISD Child Protection team
- Continue to build and review policies and procedures for our Child Protection Program
- Undertake any other duties within the department as directed by the Secondary Principal.

Inspired? We certainly hope so. Our team is waiting to hear from you at applyjob@aisdhaka.org. Send us your one-page response to the above, along with your CV, all in one tidy PDF document.

Mission: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

Revised February 2024

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