



ELEMENTARY SCHOOL
GUIDANCE COUNSELOR
AMERICAN INTERNATIONAL
SCHOOL OF ABUJA

Application Deadline: December 1, 2024

Come join our team.

Introduction

The **American International School of Abuja (AISA)** is a private, non-profit, coeducational, college preparatory day school offering U.S. accredited programs in an English language setting from preschool (age 3) through grade 12. Located in Nigeria's capital, AISA was founded in 1993, serving a diverse, multi-cultural community. The school year comprises of 2 semesters beginning in August and ending in June. AISA has 182 instructional days. The school is accredited by the Middle States Association. AISA is a member of the Association of International Schools in Africa (AISA) and the West African International Schools Activities League (WAISAL)



Mission & Vision



Mission

Challenge, Collaborate, Empower: Inspiring Global Citizens to be Lifelong Learners

Vision

The AISA vision is to be a world-class international school that develops students' skills, knowledge and character to enable them to achieve their full potential and pursue their dreams.

Core Values

- All people have equal inherent worth and dignity.
- Collaboration and consensus-building contribute to an effective community.
- Embracing diversity strengthens individuals and unifies our community.
- Continuous growth and perseverance are fundamental in pursuing one's goals.
- Intentionally building trust facilitates dependable relationships

An AISA Graduate

- Is passionate and self-motivated in pursuing their individual personal and academic interests.
- Models integrity and respects the local and global community, its people, and the environment.
- Exhibits strong social, communication, and leadership skills.
- Seeks, builds, and maintains personal and professional networks.
- Is creative and resourceful in finding opportunities for enrichment.
- Demonstrates open-mindedness.
- Takes responsibility for their actions and stands up for their beliefs.
- Uses technology to enhance their learning.
- Communicates in more than one language.



The School

Curriculum

The AISA elementary reading and writing curriculum uses a bespoke combination of Teachers College Units of Study, Words Their Way/Study and Fountas and Pinnell. Our common core standards-based math program uses Bridges as its base. Science follows the NGSS standards, with Amplify as its main program. Social studies is a resource based program aligned with AERO standards. We offer World Language classes in Spanish and French from Grades 1-5, as well as PE, Music, and Art, all following American standards. Our unique Nigerian Studies program introduces students to Nigerian culture and languages. The FrogStreet curriculum assists our Early Childhood team with the integration of developmental domains and early learning disciplines.

AISA faculty are designing units of instruction using the “Understanding by Design” (UbD) framework with a focus on aligning common assessments and instruction to standards. Integration of technology, differentiation and cross-curricular connections are all hallmarks of the UbD design process. AISA is continuing the journey of becoming a school dedicated to implementing a comprehensive standards-based learning system.

Faculty and Administration

In the 2024-2025 school year, AISA has 44 full-time teachers, 24 of whom are U.S. citizens, 10 host-country nationals, and 10 third-country nationals from Australia, Brazil, Germany, Spain, Philippines, Bolivia, Canada, Ghana, and the UK. AISA also employs 24 full-time associate teachers with at least 1 in each elementary classroom. All teachers hold advance/post graduate degrees that qualifies them to teach in their assigned subject areas.

The administrative team consists of the Head of School, Early Childhood and Elementary School Principal, Middle and High School Principal, and is further supplemented by the Business and Operations Manager and Director of Technology to comprise the educational operations team.

Governance

AISA is governed by a seven-member Board of Governors. Six members are elected to two-year terms by the parents of children enrolled at the school and one member is appointed by the U.S. Ambassador. In response to legal requirements in Nigeria, there is also a three-person Board of Trustees that works in a collaborative manner with the Board of Governors on the most strategic of school developments.



Campus

Facilities

The school includes 36 classrooms, EAL and LS centres, 2 science labs, a library media centre, 2 music rooms, 2 art rooms, a multipurpose hall, 16 administrative offices, a conference room, a clinic, and a school store. The school also has a swimming pool, soccer field, 2 basketball courts, tennis court, running track, long jump, golf court, 2 playgrounds and a snacks bar.

The school has purpose-built multiple four-story buildings on the campus that accommodate all of the overseas hire faculty and administrators.



The Position

Job Description

The Elementary Counselor provides a comprehensive counseling program for all children in preschool thru 5th grade. The Elementary Counselor provides education, prevention and intervention services, which are integrated into all aspects of children's lives. The Elementary Counselor is responsible for successful implementation of the character education program. In partnership with parents and school personnel, the AISA elementary counselor provides support to other elementary educational programs. Organization, flexibility, adaptability, and openness to feedback are key qualities that will make a counselor successful at AISA. As a positive role model in both the school and community, teachers are expected to exhibit professional and ethical behavior at all times.

Professional Qualities

Position Requirement

1. Bachelor's or advanced degree preferably in counseling.
2. Previous international educational or work related experience preferred
3. US, Canada, UK, Australia, or equivalent certificate/license required.

Description of Duties

- Teaching and Learning
 - o Implement the elementary guidance curriculum
 - o Conduct classroom guidance lessons
 - o Provide resources and support to teachers to facilitate their instruction of counseling content and to infuse counseling content in the regular educational curriculum.
 - o Counsel individuals and small groups of children toward social and emotional growth.
 - o Provide academic support, including organizational, study and test-taking skills.
 - o Assist students with goal setting/decision making
 - o Communicate with all the major stakeholders as appropriate in a sensitive, timely, and professional manner.
 - o Ensure the integrity and confidentiality of the counseling referral process and program.
 - o Participate as an active member of the student success team meetings (SST) by assuming an active role in designing, implementing, monitoring and adjusting educational plans for students.
 - o Conduct and document student observations.
 - o Serve as a member of the Assessment Team
 - o Administer and interpret ability and achievement tests with parental and administrative consent.
 - o Oversee data collection and progress monitoring of students in counseling.
 - o Support teachers in documenting students' learning support goals and progress.
 - o Support teachers in the implementation of effective behavior management strategies.
 - o Maintain accurate records for students enrolled in the counseling program.
 - o Write formal reports (end of trimester ES and end of quarter SS) for students on the counseling caseload.
 - o Develop, conduct, and evaluate transition programs (ES-MS and incoming/outgoing students)

- o Provide advice regarding applicants during the admissions process.
 - o Develop, conduct, and evaluate appropriate in-services, workshops, and meetings for staff and parents.
 - o Plan and evaluate the counseling program annually.
 - o Establish the counseling department master calendar.
 - o Participate in position-related professional development.
 - o Perform other duties as suggested by the Leadership Team
- Learning Environment
 - o Establishes and maintains standards of student behavior consistent with the Code of Conduct in the Parent-Student Handbook, divisional objectives, and school-wide goals that achieves a functional, positive, and equitable learning atmosphere in the classroom
 - o Creates an effective environment for learning through functional, attractive, and relevant displays, bulletin boards, and interest centers
 - o Maintains the physical organization, layout, and neatness of the classroom in a manner that encourages student learning
- Administrative Responsibilities
 - o Assumes responsibility for the agreed-upon classroom inventory list at the beginning of each year and reports any missing, damaged, or moved items to the school administration in a timely fashion
 - o Communicates regularly and proactively with parents through conferences, email, telephone, and other means to discuss students' progress and interpret the school program
 - o Responds to all communication from colleagues, parents, and administrators in a timely and professional manner
 - o Assists the school administration in the development and accuracy of the office inventory list (textbooks, manipulatives, furniture, electronics, etc.)
 - o Prepares and generates reports/documentation in a timely fashion as requested by the school administration
 - o Assists the school administration in recommending instructional materials and supplies that will enhance and support the school's curriculum and educational mission and vision
 - o Supervises students before school, during recess, and/or after school hours as required by the school administration and provide adult presence at all other times on campus
 - o Ensures that school resources are used meaningfully and responsibly under his/her direction, and is prudent and careful when requesting additional resources
 - o Organizes clubs or after-school activities proactively or at the behest of the school administration
 - o Is a responsible user of the school's technological and electronic resources; uses the school's Internet for school-related communication only
- Professionalism
 - o Maintains positive working relationships with students, colleagues, parents, and administrators
 - o Exhibits professional and ethical behaviour at all times in school and in the community
 - o Dresses professionally in line with the dress code indicated in the faculty handbook
 - o Arrives to work and meetings punctually and prepared
 - o Receptive and open to feedback from colleagues, administrators, students, and parents
- Other
 - o Complies with all school policies and regulations

- o Any additional duties or responsibilities as assigned by the immediate supervisor

Personal Characteristics

1. A collaborative attitude and willingness to work with others
2. Flexibility and adaptability in dealing with difficult decisions and/or changing circumstances
3. A high sense of organization and order
4. Knowledge about counseling regulations
5. Knowledge of categorical and supplemental behavior support programs
6. Knowledge of program evaluation procedures
7. Knowledge and previous training of the Understanding by Design framework preferred
8. Experience with American standards (e.g., Common Core, NGSS, AERO) and programs, as described above.
9. Demonstrates the ability to develop a collegial, collaborative and positive atmosphere amongst the faculty.
10. Demonstrates strong interpersonal skills.
11. Demonstrates excellent communication skills.
12. Is flexible and has a sense of humour.
13. Interest in living and working in Nigeria.

Salary and Benefits

The salary and benefit package for the ES teacher is competitive and will be commensurate with the candidate's qualifications and experience.

Procedure for submitting an Application

Candidates should send the information listed below as a single pdf file attached to an email, sent to the Head of School, Mr. Greg Hughes (greg.hughes@aisabuja.com) and humanresources@aisabuja.com:

- A letter of application, explaining your strengths as a candidate and why you are interested in this particular position at AISA.
- A current résumé not to exceed two pages.
- A one-page list of references who have served as immediate supervisors with current addresses, phone numbers and email addresses.
- A maximum of four letters of reference (scanned at low resolution) that may already be in your possession.

Fast Facts

Year Established	1993
Accreditation Agency	MSA
School type	Independent, non-profit
Language of Instruction	English
Total Enrollment	397
Primary School Enrolment	212
Secondary School Enrolment	185
Grades	Preschool - Grade 12
Student Age Range	Age 3-18

Student Nationalities	44
Average % Home Country Nationals	22.8%
Student to Teacher ratio	12:1
Number of Faculty	44
Faculty Nationalities	11
Number of Board Members	7