

Counselor – Lower Elementary School

Organization: American School Hong Kong, an Esol Education School

Industry: Education

Start Date: August 1, 2025

Reporting to: Principal, Elementary School & School Director

School Overview:

American School Hong Kong (ASHK) is a K - 12, non-profit, college preparatory school offering a holistic American education taught by qualified educators who inspire, motivate and challenge students to achieve excellence.

ASHK is operated by Esol Education, a premium international education organization, with 45 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents. Similar to all other Esol schools, ASHK has gained accreditation from the Western Association of Schools and Colleges (WASC), The Middle States Association (MSA), and with the International Baccalaureate (IB).

At ASHK, our mantra is focused on high expectations of ourselves and high expectations for the students who enter our school community. The combination of a welcoming and safe environment, skilled and inspirational teachers, and supportive parents, makes for great learning and a rich, rewarding atmosphere. We are committed to building a learning community where care and respect for one another is of paramount importance. We are committed to providing a balanced and holistic program with equal emphasis on the intellectual, social, creative, and physical domains.

Curriculum:

English is the language of instruction and communication at the school. The US Common Core, Next Generation Science Standards, and other American and best practice international standards provide the framework for learning from KG to Grade 12. Teachers integrate a 'STEAM' program in the elementary division. The International Baccalaureate Diploma Program (IB DP) was launched in August, 2021.

Our Mission:

To provide a challenging American and international education that empowers students to be independent critical thinkers and responsible global citizens who excel in their future studies and careers.

Our Vision:

To be widely recognized as a welcoming global community where creativity and innovation equip students with the knowledge, skills, and attitudes necessary to achieve their fullest potential.

Counselor Description:

The school counselor provides social, emotional, and academic counseling for lower elementary students through proactive classroom/small group programs and individual sessions.

Specific Responsibilities:

- Develop and deliver an effective social/emotional learning program to groups of students as assigned;
- Equip students with the strategies and tools necessary to develop competencies in decision-making, interpersonal relationships, personal responsibility and other skills essential for leading a balanced, healthy, and successful life;
- Maintain a responsive service to support individual students and families regarding social/emotional difficulties;
- Provide prevention, intervention and crisis response service to students and families as necessary;
- Share information about community resources and refer students to relevant professionals as needed;
- Assess the school programs for systematic barriers to academic and social success;
- Provide professional development for teachers and parents regarding children's needs;
- Facilitate individual and group counseling sessions to address students' personal and academic challenges;
- Collaborate with teachers and staff to identify students in need of support and develop intervention plans;
- Monitor and track student progress in social/emotional development and academic performance;
- Organize and lead workshops for students on topics such as conflict resolution, stress management, and self-esteem;
- Conduct needs assessments and surveys to gather data on student well-being and program effectiveness;
- Develop and implement crisis intervention plans and support for students in emergency situations;
- Advocate for students' needs within the school and the broader community;
- Establish and maintain a safe and welcoming counseling environment for students;
- Communicate regularly with parents/guardians about student progress and available resources;
- Stay current on best practices and trends in school counseling and child development through continuous professional development.

General Description/Duties:

- Support the philosophy and pedagogical approach used by the school and become familiar with the curriculum associated with the assignment;
- Participate in the Orientation Program that precedes the start of the school year;
- Perform supervision duties as assigned by the Principal at places such as the school's playgrounds, hallways, cafeteria;
- Develop, organize and lead extra-curricular activities including, but not limited to, those found in the realm of athletics, arts, leadership, service, cultural and clubs;
- Participate in or observe activities organized to benefit students, parents and colleagues of the school;
- Demonstrate commitment to professional development both within and outside the school.

Required and Preferred Qualifications and Experiences:

- Master's Degree in counseling related field preferred, Bachelor's degree at minimum, and additional degree/certificate/coursework in counseling;
- Previous counseling experience (preferably at an international school) with demonstrated strong organizational, administrative and interpersonal skills;
- Knowledge of child development, understanding developmental stages and psychological principles for elementary-aged children;
- Crisis intervention skills, with training in strategies to support students in distress;
- Collaborative skills, working effectively with teachers, parents, and community resources;
- Familiarity with social-emotional learning (SEL) programs, with experience in implementing SEL initiatives;
- Strong ethical standards, adhering to ethical guidelines and confidentiality principles in counseling practices;
- Excellent communication and presentation skills;
- A positive, caring, community-minded team player with a passion for teaching.

Compensation and Benefits:

American School Hong Kong offers an initial contract term of two years (renewable). The salary and benefits package will be competitive within Asia. Benefits include a gratuity upon successful completion of the contract, housing allowance, relocation allowance, medical insurance, tuition subsidy for dependent children, and a professional development allowance.

Application Procedure:

The following application materials are required:

- Expression of interest
- A current CV with the contact details of 3 professional referees (at least one from a supervisor at your current school)
- One-page statement of educational philosophy and/or approach to teaching and learning

Include all documents in a single PDF file and forward by email to:

Christopher Coates

School Director

American School Hong Kong

jobs@ashk.edu.hk

Personal data collected will be used for recruitment purpose only. Please note that only short-listed candidates will be contacted.