POSITION: High School Counselor - Temporary (Maternity Leave Coverage)
WORKING HOURS: Monday to Friday, 8:00 am - 4:00 pm, with a one-hour lunch break
REPORTS TO: High School Principal
TERMS OF EMPLOYMENT: Full-time, short-term temporary contract for maternity leave coverage.

POSITION OVERVIEW:
The American School of Brasília is seeking a dedicated, student-centered, and experienced High School Counselor to join our Upper School faculty on a temporary basis to provide coverage during a maternity leave.

This is a full-time, short-term position for the duration of the maternity leave. The temporary counselor will assume the responsibilities of the position during this period and work closely with the High School Principal, Student Services Team (SST), faculty, students, and families to ensure continuity of counseling services and student support.

The ideal candidate will have a strong background in school counseling, with expertise in academic advising, college and career counseling, and social-emotional support for adolescents.

The High School Counselor collaborates with the High School Student Services Team (SST) to monitor student progress and create individualized student plans that address academic, social, emotional, and behavioral needs. This role includes guiding students through course selection, personal development, and post-secondary planning, as well as providing individual and group counseling.

The successful candidate will join a collaborative team of educators in a dynamic and supportive learning environment and will play an integral role in ensuring continuity of services and support for students throughout the maternity leave coverage period.

DESIRED SKILLS/EXPERIENCES
- Bachelor's Degree in Psychology required.
- Demonstrated success as a High School Counselor.
- Experience leading small and large group meetings and assemblies.
- Excellent interpersonal communication skills.
- Well-organized and able to balance several responsibilities simultaneously.
- The ability to maintain the integrity of confidential information relating to students, staff, or other stakeholders.
- Demonstrated ability to collaborate and work effectively in teams.
- Student-centered approach.
- A positive member of the school community.

RESPONSIBILITIES

- **Counseling**:
    - Designs and conducts individual and small group counseling sessions in

response to identified needs within the High School of EAB. Topics may include, but are not limited to, academic skill-building, social-emotional development, conflict resolution, family issues, making healthy choices, including sexual education.
    - Collaborates with the High School SST and school leadership to interpret various forms of student data to create individual, grade-level, and school-wide action plans to address student and group needs effectively.
    - Collaborates with the Admissions Director and High School Administration to identify qualified student applicants to EAB, oversee student placement, and create individual schedules.
    - Ensures a smooth transition for both new and departing students.

- **Master Schedule**:
    - Collaborate with the Master Schedule Team to define course offerings and teacher responsibilities, lead student course selection, clarify sections and staffing needs, and input student data into the PowerSchool scheduling software.

- **FLEX Teams Program**:
    - Ongoing development and review of an Advisory Program designed to provide a forum for students to grow in the values stated in the Upper School Code of Honor and the descriptors of the EAB Character and Learner Traits.

- **Student Wellness and Safety Policy and Procedures**:
    - Offers ongoing training to staff on how to identify signs of abuse, respond to disclosure, and report incidences of abuse.
    - Develops and delivers wellness and safety curriculum to EAB High School students.
    - Leads family workshops on how to best support teens with their current academic, social, emotional, or behavioral needs.
    - Meets with the other SST and school leadership to follow the agreed-upon protocols and checklists used in suspected cases of abuse.
    - Other related responsibilities are determined by EAB's High School Principal.

Builds Positive Interpersonal Relationships:

- Promotes positive interactions among students, parents, faculty, and staff who have differing cultural, linguistic, and national backgrounds.
- Fosters a sense of identity and pride in EAB among students, parents, faculty, and colleagues.
- Maintains an open attitude toward new ideas.
- Collaborates with a wide range of divisional and school-wide teams.

Ongoing Professional Growth:

- Continues to acquire new learning and reflects new learning and practice.
- Shares in opportunities for in-service and workshop offerings.
- Shares knowledge with other colleagues.

- Sets goals for professional development, takes advantage of professional development opportunities, and demonstrates current best practices in the field of education.

Responsibilities mentioned in this Job Description are not limited to those listed above. The employee may be required to perform other related activities as assigned that contribute to the success of the Area/Division.

Temporary Employment Notice: This position is specifically intended to provide temporary coverage for an employee on maternity leave. Employment is therefore for a limited period and does not constitute a permanent appointment.