



American International School of Yaoundé

JOB DESCRIPTION

Whole School Counselor

School Counselor Role Overview

The School Counselor supports the academic, social, emotional, and personal development of students at AISOY. As the sole counselor in a small school setting, the position requires flexibility, proactive support, and effective collaboration with administrators, teachers, parents, and external professionals. The counselor fosters a safe, caring, and supportive school environment where all students can thrive.

Reports To: School Director / Principal

Key Areas of Responsibility

1. Student Support & Counseling

- Provide individual and small-group counseling on academic, social, emotional, and personal concerns.
- Offer short-term interventions and make referrals to external mental-health or specialized services when appropriate.
- Support students experiencing anxiety, stress, transitions, family challenges, behavior concerns, grief, or self-esteem issues.
- Maintain confidential, accurate records of all counseling sessions.

2. Preventive & Developmental Programs

- Develop and coordinate age-appropriate well-being, social-emotional learning, and life-skills programs.
- Facilitate workshops for students on friendships, bullying, digital safety, emotional regulation, conflict resolution, and personal responsibility.
- Support student transitions, including new student orientation and movement between grade levels.

3. Collaboration & Consultation

- Work collaboratively with teachers and principals to identify student needs early and plan appropriate interventions.



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- Liaise with the Learning Support Team and Program specific Principals when student needs affect academic performance or behavior.
- Provide guidance to parents on emotional, behavioral, or developmental concerns.
- Participate in meetings related to student welfare, behavior matters, and support planning.

4. Safeguarding & Child Protection

- Serve as a key member of the school's Child Protection Team and be the Designated Safeguarding Lead(DSL) at the school.
- Report and respond to safeguarding concerns in accordance with AISYOY's Child Protection Policy.
- Maintain up-to-date training in safeguarding, child protection, and ethical counseling practices for all staff and faculty.

5. Systems, Documentation & Administration

- Monitor the use of My Concern, a platform for all teachers to record incidents.
- Maintain confidential counseling files and an anonymized database of cases.
- Support admissions by reviewing student files and providing recommendations related to behavioral or support needs.
- Maintain a list of community resources such as psychologists, medical professionals, and social services.
- Prepare annual reports and identify resource needs for the counseling program.

6. School-Wide Support

- Contribute to a positive, inclusive school culture through participation in student activities, assemblies, parent sessions, and staff training including ASAs and CPD Fridays.
- Support behavior management systems through guidance, conflict resolution, and restorative practices.
- Assist with crisis response and provide emergency support to students as needed.



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Additional Expectations

- Participate in ongoing professional development to stay current with counseling best practices.
- Work outside regular school hours when required for parent meetings, school events, emergencies, or training.
- Support the mission, vision, and values of AISOY.
- Participate in two seasons of After-School Activities (ASAs) as part of the school's holistic approach to student development.

Key Competencies

- Empathy, patience, and strong emotional intelligence.
- Consistent professionalism.
- Ability to collaborate effectively with teachers, administrators, and families.
- Flexibility and adaptability within a small-school context.
- High level of discretion, confidentiality, and ethical practice.