Job Description

Position	**Secondary Social/Emotional Counselor**
Reporting Relationship	**Secondary Principal**
Working Relationships	**Counselors, IB Coordinators, Faculty, Students**

Description
The Social/Emotional Counselor role requires first point of contact with students, teachers and parents. The Social/Emotional Counselor works closely with students, parents, the Secondary Leadership Team, the Advancement Centre Team, and the College Counselors.

Specific Duties:

Student Services
This role will most specifically focus on:

- Providing mental health support and counseling for staff and students in Grades 6 - 12
- Leading the Crisis Intervention Team in conjunction with the Secondary Principal
- Overseeing the Student Support Team (SST)

The counselor will provide a range of services to Grade 6 - 12 students which include support for social, emotional and academic issues on a needs basis or via referral, such as:

- One-on-one counseling, including, but not limited to:
    - Goal setting, interpersonal relationships, academic planning (grades 6-8), understanding of self, conflict resolution
- Small group counseling
- Mediation
- Family counseling
- Referring students/families to external counseling services
- Classroom guidance counseling to deal with a time appropriate area of social/emotional concern with a cohort.

In collaboration with the counseling team maintain and support the implementation of structured programs, such as:

- Homework, Organizational Planning Skills (HoPS) for grades 6-9
- Peer Support Mediators
- Leaving Student Transition
- Primary to secondary school transitions
- Restorative Practice
- PSHE and SEL curriculum

Parent Education
Lead structured programs to support parent learning through:

- One-on-one sessions with parents
- Including parents in counseling sessions to support Learning and Behavior Agreements / Contracts / Probation
- Counseling workshops that address concepts such as:
    - Student protection, Adolescent Developmental Needs, Substance Use, Support Between School and Home, Health and Wellbeing
- Messenger Communication

Teacher Support and Education

- One-on-one counseling
- Mediation services
- Deliver professional development:
    - Child protection
    - Staff and student wellbeing
    - Homeroom lesson delivery on sensitive topics
- Collaboratively, promoting the values, developing understandings and supporting the implementation of practices for:
    - Restorative Practice
    - Student Protection
    - Substance use and abuse
    - Sexual Health Education

Administration

- Tracking cases to generate data for annual reports
- Track cases for counseling records
- Document child protection concerns in a confidential file and communicate with Child Protection Officers
- Maintain counseling records electronically in password protected spreadsheet
- Liaise with MYPC, DPC and College Counselors to ensure there is appropriate documentation on file to support students' pathways. This could include:
    - Letter to define a student's challenges with anxiety or stress for IB special provisions
    - Letter to define family circumstances that may have impacted on attendance

Collegiate Responsibilities & Expectation:

- To understand and live the school's mission, vision and values.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers and administrators.
- Maintain professional relationships with students, parents and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.
- Actively participate in Appraisal Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.

Updated on 27th August, 2026