UNIS HANOI - POSITION DESCRIPTION

Division: Elementary School (ES)
Position: Elementary School Counselor **TENTATIVE**
Reports to: ES Principal and Director of Student Success and Wellbeing

Contract: Responsibility allowance and 10 extra working days

At UNIS Hanoi, we value cultivating *personal and academic excellence* through:

- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- A Multi-tiered Systems of Support (MTSS) Approach to ensure access for all learners
- Varied assessment strategies to allow students to showcase their strengths and progress
- Strong connections and relationships between students, colleagues, and parents

PURPOSE OF THE ES COUNSELOR POSITION

Utilizing leadership, advocacy, and collaboration, the ES Counselor promotes student success, provides in-class guidance lessons, preventive services, and responds to identified student needs by implementing a comprehensive ES counselling program that addresses personal/social development for all students.

DUTIES AND RESPONSIBILITIES

- Liaise closely and work with all members of the ES Student Success Team and actively participate in team meetings
- Work as part of the ES and EY-12 guidance/counselling and Student Success teams
- Work as part of the UNIS Crisis Management and Safeguarding Response Teams when required
- Coordinate professional discussions between administration, teachers, specialists, and parents as necessary
- Collaborate with others to develop and maintain a written curriculum for effective delivery of the school counselling and Guidance program based on the ISCA International Standards.
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Individual Student Planning – assist students within the ES, individually or in groups, with developing personal/social skills, goals, and plans.
- Provide regularly scheduled guidance and safeguarding lessons aligned with the school's scope and sequence documents
- Provide both preventative and responsive services
- Conduct individual and small group counselling sessions as necessary
- Develop and administer special programmes (e.g. parent courses, peer helper and peer tutoring/counselling) as needed with administrative approval
- Monitor the impact of the special programmes in the classroom
- Communicate effectively with all relevant professionals both within UNIS and in the wider community to support Individual Learning Plans, as appropriate
- Assist administration with placement of current and new students in appropriate classes based on known and specific individual needs
- Conduct staff development/in-service sessions as requested
- Conduct parent information meetings to support and deepen parent engagement
- Partner with families to support students requiring counseling services

- Support school Admissions processes, including reviewing files, conducting family interviews, and collaborating with team members on student class placement
- Attend relevant professional development
- Contribute to the enrichment of student life at UNIS
- Any other task that the Elementary Principal or Director of Student Success and Wellbeing may request
- Maintains accurate documentation and coordinates the confidential transfer of caseload (ES to MS) files to ensure a smooth transition for students receiving ongoing support with the middle school counseling team
- Facilitates transitions for incoming and departing students to help them navigate school changes, build connections, and feel supported socially and emotionally.

POSITION REQUIREMENTS

- University Degree or above in Counselling
- Experience in a counselling position within an Elementary School setting
- Experience working with students individually, in small groups, and in larger settings
- Advanced communication and presentation skills
- Strong collaborative and interpersonal skills
- Cross-cultural exposure and understanding of working with multilingual learners
- Strong skills in monitoring and follow-through
- Excellent organizational and time management skills
- Strong computer skills with ability to manage data
- Energetic and dynamic

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND SOCIAL JUSTICE

Diversity, Equity, Inclusion and Justice (DEIJ) work at UNIS Hanoi is ongoing. Everyday, we are building a stronger school community through efforts to become a more diverse, equitable, and inclusive school for all members of our school community. We believe that our students reach personal and academic excellence when they are part of a supportive community that values and champions diversity, equity, and inclusion and advocates for social justice. This commitment is anchored by having a faculty and staff who reflect the diversity of our world. As such, we encourage applications from all educators with the relevant qualifications and experience, including those who identify as BIPOC (Black, Indigenous, and people of color), educators with (dis)abilities, LGBTQ+ educators, and others of diverse backgrounds, to apply to join our UNIS Hanoi community.