UNIS HANOI - POSITION DESCRIPTION

Position: **High School Comprehensive Counselor**
Division: **High School**
Reports to: **Secondary School Principal and Director of Student Success**

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

OVERVIEW

As student advocates, UNIS High School Counselors work in partnership with students, educators, parents, and the community to foster an inclusive and collaborative school environment central to the success of the UNIS Mission, Vision, and Values. UNIS Counselors provide an accessible programme that is comprehensive, developmentally appropriate, and addresses the social-emotional well-being as well as academic and career needs of all students.

This is a comprehensive counseling position for students in Grades 9-12 with a caseload of approximately 90-100 students. Candidates must be committed to addressing both the academic and personal/social emotional development of our students and support and guide the university admissions process.

CORE RESPONSIBILITIES

Social Emotional

- Assist HS students in developing personal/social skills or using short-term interventions to support students with social-emotional challenges
- Collaborate with the counseling team to develop, teach, and maintain a written HS Counseling curriculum
- Conduct individual and small group counseling sessions as appropriate to an MTSS service model

Student Success Team

- Collaborate with all members of the HS Student Support Team, including designated Student Advocates with whom counselors have a collaborative relationship, and participate in team meetings using a Multi-tiered Systems of Support (MTSS) framework
- Respond to, document, and communicate student Alerts on the School Information System
- Collaborate as part of the UNIS Child Safeguarding Team

- Communicate effectively with all relevant professionals both within UNIS and in the wider community to support students
- Recommend appropriate diagnostic testing in concert with the HS Student Support Team and School Psychologist

Academic & University Admissions

- Assist students with academic schedules, university placement, and career planning
- Support struggling students with intervention plans to help personal and academic achievement using a Multi-tiered Systems of Support (MTSS) framework
- **Individualized University Counseling**: Provide tailored guidance to students on the university application process, including course and academic pathway selection, extracurricular involvement, and identifying best-fit universities based on academic and personal goals
- **Application Process Support**: Assist students with all stages of the application process, including personal statements, essays, recommendation letters, and meeting deadlines for applications, scholarships, and financial aid
- **University Relationships**: Maintain and develop strong relationships with university admissions officers to stay current on trends and admission requirements, organizing campus visits and guest speakers
- **University Admissions Workshops**: Lead workshops and information sessions for students and parents on university admissions
- **Data Management**: Track and analyze data on student applications, admissions results, and university enrollment trends to inform and improve counseling strategies
- **Teaching:** Teach counseling classes and lessons aligned to the ISCA curriculum standards

Communication

- Coordinate professional discussions between principals, teachers, specialists, and parents as necessary
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals
- Maintain and foster positive, collaborative relationships with teachers in order to stay current with the learning environment in the school
- Develop and facilitate community workshops (e.g., morning and evening parent meetings, university sessions, etc.)

Transitions

- Actively participate in the review of student admission files
- Support new families in their transition to UNIS through course selection
- Oversee new student orientations

QUALIFICATIONS:

- Master's Degree in Counseling or equivalent
- Experience as a Counselor in a High School setting
- Significant experience working as a University Counselor in an international setting
- Knowledgeable with regard to university entrance requirements for multiple countries
- Working knowledge of the IB Diploma Programme and its impact on university acceptance preferred

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.