



Lower School (PreK to Grade 5) Counselor Job Description

Introduction to the AISZ Lower School

In the Lower School at AISZ, our talented faculty and staff are passionate about creating authentic learning experiences that are child-centered and personalized. We believe that children learn best when they feel challenged, encouraged, and nurtured. Guided by what research tells us are best practices, we prepare students through a rigorous, inquiry-based academic program from Pre-Kindergarten through Grade 5.

At the foundation of our program are the core academic disciplines of literacy, numeracy, science, and social studies guided by AERO/Common Core/NGSS/C3 standards. In addition, we believe that art, counseling, music, and physical education are vital to educating the whole child. We also embrace the well-known benefits of language learning by providing instruction in Croatian and a family's choice of French or German. Further supporting children's development is an emphasis on social and emotional learning using Responsive Classroom to establish a caring community in which children feel safe and comfortable as they come together as learners, and Character Strong to support whole child success.

AISZ takes safeguarding very seriously and we expect that all candidates complete our child safeguarding screening, background checks, and training. We also expect that references will be recent and that they will be contacted.

Lower School Counselor Job Description

AISZ seeks a Lower School (PreK to Grade 5) full time counselor for the 2025-26 academic year. Competitive candidates will have expertise in child development, demonstrated experience working with children and their families, and enthusiasm for working within a diverse, international school community.

The Lower School Counselor serves as a resource by developing, leading, and assisting in the implementation of strategies, practices, and initiatives intended to promote a positive school culture that is inclusive and responsive to all members of the school community. Specifically, the Lower School Counselor implements a comprehensive school counseling program based on the International School Counselor Association (ISCA) International Model that is designed to support the academic, social, and emotional development of each student; provides short-term, individual counseling for students as needed; consults with parents on the personal success of their children and provides counsel in support of

families; consults with faculty on developmental issues that impact a student's performance in the classroom; provides crisis and behavioral intervention within the school setting; and makes appropriate referrals to outside agencies as needed. The Lower School Counselor reports directly to the Lower School Principal.

Responsibilities

- Develop a strong rapport with students, families, faculty, and staff to foster a culture of community
- Case manage and maintain strong lines of communication with families about student progress that includes participating in all Lower School Support Services Team (SST) meetings
- As a member of the Support Services Team, partner with faculty and staff in support of the School's mission
- Support the implementation of a standards-based curriculum designed to promote the social and emotional development of students that includes teaching weekly lessons in each Lower School grade (PreK to Grade 5)
- Monitors the Lower School environment, including student morale and issues that may concern students
- Meet with students and parents when appropriate for counseling and intervention while skillfully implementing a wide variety of strategies to meet individual student needs
- Possess a strong knowledge of child development, learning differences, and mental health issues across the developmental spectrum
- Consult regularly with teachers at each grade level to facilitate timely academic screening and treatment planning for executive function deficits, learning needs, behavior management, and emotional needs.
- Work collaboratively with Lower School Principal to strengthen the Lower School and the Upper School Counselor to ensure alignment across the school
- Attend, deliver, and participate in professional meetings, including collaborative teams, division meetings, and professional development
- Provide community education on important topics relevant to child psychosocial development
- Maintain ethical guidelines of confidentiality, liaise with outside services, and respond to crisis situations when appropriate
- Engage and actively participate in the life of the school community

Experience/Qualifications

- Master's degree in school counseling, clinical or counseling psychology, social work, or related field preferred
- 3-5 years' experience preferred
- Experience working with children of diverse backgrounds in a counseling setting and implementing a variety of treatment modalities
- Experience with the ISCA International Model for developing and implementing school counseling programs
- Experience with Responsive Classroom, Character Strong, or similar social/emotional program(s)

- Experience with safeguarding and child protection program delivery (SecondStep or similar) and response
- Excellent organizational skills with a strong degree of self-direction and motivation
- Positive, solution-oriented, enthusiastic, happy, adaptable, compassionate
- High level of maturity, confidentiality, and assertiveness with a calm, thoughtful approach to addressing issues as they arise
- Strong communication skills in both speaking and writing, and skilled in using tact and diplomacy in working with others