



## **Upper School Counselor Job Description**

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AISZ seeks an Upper School (Grade 6 to Grade 12) full time social-emotional Counselor. Competitive candidates will have expertise in safeguarding, current research on adolescent development, demonstrated experience working with families, and enthusiasm for working with a diverse international school community. The highly qualified candidate will also have experience in character building curriculum implementation and assisting in the successful design of advisory programs.

The Upper 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 Upper School Counselor implements a 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.

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.

## **Responsibilities**

- Ensure the staff and community understand and abide by the AISZ child safeguarding practices.
- 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.
- Take a leading role in the implementation of a standards-based curriculum in the context of Advisory, designed to promote the social-emotional development of students.
- Monitor the Upper 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
- Consult regularly with teachers to facilitate timely social-emotional screening using the MTSS model and contribute to the greater Student Support Team in terms of treatment planning for executive function deficits, learning needs, behavior management, and emotional needs.
- Serve as a contributing member of the School Services Team (SST), and work collaboratively across all divisions in lower and upper school.
- Attend, deliver, and participate in professional meetings, including collaborative teams, divisional meetings, and professional development
- Provide community education on important topics relevant to child psychosocial development
- Maintain ethical guidelines of confidentiality
- As a key member of the safeguarding team, promptly and professionally respond to crisis and safeguarding situations as they arise.
- Liaise with external agencies including but not limited to social services, health care providers, and psychologists/psychiatrists.
- Act as the contact person for release of information agreements with external providers.
- Serve as a lead member of the school safeguarding team in the role of DSO (designated safeguarding officer). Be able to intake and manage direct safeguarding disclosures and work with the broader safeguarding team to ensure student safety

## **Experience/Qualifications**

- Master's degree in school counseling, clinical or counseling psychology, social work, or related field preferred with a minimum of 3-5 years' experience.
- Possess a strong knowledge of child development, learning differences, and mental health issues across the developmental spectrum
- Experience working with students 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 the delivery and implementation of social/emotional program(s)
- Knowledge of and experience with current safeguarding and child protection practices.
- Strong ability to work across stakeholder groups & communicate with a high level of emotional intelligence.
- Positive, solution-oriented, enthusiastic, adaptable, compassionate
- High level of maturity, confidentiality, and assertiveness with a calm, thoughtful approach to addressing issues as they arise