



المدرسة الإنجليزية الحديثة
THE ENGLISH MODERN SCHOOL

Policies and Procedures

Section Five – Personnel

550.411 – Job Description Counselor

INTRODUCTION

The Counselor will provide a comprehensive school counseling program that addresses three domains: academic development, career development and personal/social development. Utilizing leadership, advocacy and collaboration, the school counselor will promote student success, provide preventive services and respond to identified student needs.

QUALIFICATIONS / SKILLS:

- Professional Training and Certification as outlined in *Policy 530.1 – Professional Staff Qualifications*. (Master’s Degree in Counseling from an accredited university preferred)
- Minimum of 3 years of successful counseling experience in schools
- Strong background in:
 - Guidance curriculum development
 - Diagnostic testing
 - Family and student counseling
- Proficient technology skills
- Strong leadership and collaboration skills
- Outstanding interpersonal skills
- Strong oral and written communication skills

REPORTS TO:

- Head of School (or designate)

TERMS OF EMPLOYMENT

- Initial contracts are for 2 years.
- Subsequent contracts are for 1 year.
- 190 working days per year.
- Salary is determined by placement on a salary grid:
 - Salary grid categories follow the guidelines in *Policy 530.1 – Professional Staff Qualification*.
 - Salary grid levels (steps) are determined by equating one year of full time counseling experience in an accredited school to one step on the grid. EMS will grant a maximum of Step 10 for initial contracts.

PERFORMANCE RESPONSIBILITIES

1. Demonstrate professional competence and vision:

Guidance Curriculum

- a. Provide leadership and collaborate with other staff in the implementation of guidance curriculum.
- b. Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- c. Incorporate life skills into the guidance program.

Individual Student Planning

- a. Assist in the admission process by conducting interviews as required.
- b. Make recommendations for student placement based on personal/social development criteria.
- c. Assist with the orientation of new students.
- d. Assist with the transition of students within the school (to new teachers, to new divisions, etc.)
- e. Assist all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
- f. Accurately and appropriately interpret and utilize student data.
- g. Collaborate with parents and educators to assist students with educational, career and life planning.

Preventive and Responsive Services

- a. Provide individual and group counseling to students with identified concerns and needs.
- b. Provides intervention services during crisis situations.
- c. Develop school-wide crisis protocols and serve on crisis management teams.
- d. Consult and collaborate with parents, teachers, administrators and other community resources regarding students with identified concerns and needs.
- e. Assist teachers in the development of individual behavior management techniques.
- f. Provide workshops for parents on topics that help promote positive adjustments and school success for their children.
- g. Provide workshops for teachers related to social, emotional and behavioral development of students.
- h. Implement an effective referral and follow-up process.
- i. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services or interventions.

System Support

- a. Provide appropriate information to school personnel related to the school counseling program.
- b. Assist teachers, parents and other stakeholders in interpreting and understanding student data.
- c. Participate in professional development activities to improve knowledge and skills.
- d. Use available technology resources to enhance the school counseling program.
- e. Adhere to ethical standards of the school counseling profession.

2. Communicate effectively:
 - a. Speak clearly, honestly and respectfully.
 - b. Give and receive feedback to improve performance.
 - c. Exercise tact when discussing student deficiencies or dysfunction with staff or parents.
3. Demonstrate stewardship:
 - a. Use all school resources wisely.
 - b. Deliberately teach students to use resources wisely and to respect all property.
4. Demonstrate organizational skills:
 - a. Establish well defined routines and procedures for accomplishing duties.
 - b. Maintain accurate records for meetings with students, parents and teachers.
 - c. Maintain accurate, confidential records for students receiving services from the counseling department.
 - d. Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.
5. Build community within and outside the school:
 - a. Support administrators, fellow teachers, and support staff.
 - b. Adhere to school policies and guidelines.
 - c. Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.
 - d. Model and encourage cultural awareness and understanding.

EVALUATION OF PERFORMANCE:

Annually, in accordance with the *EMS Evaluation Policy*.

Proposed: September 1, 2016
Approval Date: November 15, 2016