

JOB PROFILE

POSITION: Secondary School Counselor

REPORTS TO: Secondary School Principal

Position Summary

The Secondary School Counselor will have the responsibility of work directly with students, teachers and parents to support the middle school students from various angles. The counselor will be responsible for overseeing the advisory program and will also ensure that the approaches to supporting students is in line with Daystar's Core Values, Philosophy Statement and follow best practices in counseling for middle school students.

Responsibilities and Duties:

Advisory Program

- Implement the advisory program
- Support teacher and staff's understanding of their role in the advisory program

School Guidance Curriculum

- Academic skills support
- Organizational, study and test-taking skills
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making and conflict resolution
- Career awareness, exploration and planning
- Substance abuse education
- Multicultural/diversity awareness

Support Individual Student Planning

- Goal-setting/decision- making
- Academic planning
- Career planning
- Education in understanding of self, including strengths and weaknesses
- Transition planning

Responsive Services

- Individual and small group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration

Teacher Support

- Classroom guidance activities on study skills, career development, etc.
- Academic support, learning style assessment and education to help students succeed academically
- At-risk student identification and implementation of interventions to enhance success

Parent Support

- Parent information night
- Academic planning programs
- Parent and family education
- One-on-one parent conferencing as needed

Qualifications & Requirements

- English as mother tongue
- Minimum of a Bachelor's degree
- Minimum of three years counseling or teaching experience
- Master Degree in School Counseling (preferred)
- State certification in school counseling (preferred)
- Membership in professional associations related to school counseling (preferred)
- Experience in working at a IBO school (MYP experience preferred)
- Commitment to undertake additional training in school counseling
- Open-minded, enthusiastic, and willing to embrace a unique, multicultural school culture