



## Elementary School Counselor Job Description

### Job Goal

To maximize each student's potential through the implementation of a comprehensive program which fosters the competencies leading to lifelong success including personal, social growth, academic skills.

### Primary Responsibilities

- Establish a proactive, counseling program that actively involves students, teachers and parents
- Develop, document and implement ASD counseling curriculum
- Provide direct support services for students, teachers and parents including individual, small and large group meetings/conferences
- Oversee student learning support services for students, teachers and parents from K1 through Grade 5. This involves handling referrals from teachers; coordinating Student Review Team meetings; recommending and facilitating educational or psychological testing; recommending possible classroom modifications where appropriate, and maintaining communication with students, teachers and parents throughout any referral process
- Provide transitional programs for students, parents and faculty
- Provide effective parent, staff and teacher workshops and professional presentations related to ASD mission, goals and programs
- Proactively establish and maintain positive rapport with students, teachers and parents to enhance student learning through classroom visits, participation in student activities and visibility at activities and around the school
- Maintain and share a database of community service resources for addressing student needs
- Maintain confidential files on applicable students and appropriate confidentiality in all matters pertaining to student and faculty counseling issues
- Oversee external testing and facilitate analysis, feedback and summary of test results to support student learning
- Participate as a member of the sectional admissions team
- Collaborate with the sectional principal on scheduling, course selections and student placements
- Manage other duties as assigned by the Sectional Principal

### Other

- Engage with the administration in a committed effort to improve one's own instructional skills
- Openly support and abide by all school policies and procedures
- Model the 'Core Values' in interactions with the school community
- Liaise with the Principal, taking on tasks as assigned, including all school goals

### Personal

- Demonstrate commitment to personal continuous professional growth and development
- Develop and maintain effective working relationships
- Represent ASD with students, parents, colleagues, and broader school community in a professional manner
- Exhibit a professional attitude toward criticism
- Recognize and strengthen personal performance through self analysis of actions, participating in professional development activities, exploring educational research, participating in professional organizations, and through formal renewal programs

### Job Skills and Requirements

- Masters Degree in counseling
- Two to five year's counseling experience in an educational setting
- Previous experience with third culture kids and transition programs are an advantage
- Experienced in technology