



## High School Counselor Job Description

### Primary Responsibilities

- A strong interest to help others and the ability to inspire respect, trust and confidence
- Assist students with their personal and academic counseling needs
- Assist teachers in understanding the students for whom they are responsible and helping students attain their guidance objectives
- Assist parents in understanding their children's educational progress, understanding the opportunities available to their children and utilizing the services of the guidance program
- Coordinating the needs of resource program students
- Help students understand and deal with academic, social, behavioral and personal problems and to provide them with life skills to enhance personal, social and academic growth
- Build relationships with students, staff and families by ensuring confidentiality in all personal matters
- Assist with the high school class schedule and to be responsible for placing students in appropriate classes
- Help facilitate the admissions, testing and orientation process for new students
- Supervise MAP and other standardized testing
- Provide analysis, feedback and summary of ASD standardized testing
- Develop rapport and provide constant feedback to teachers and administrators about the students' progress
- Promote, advise and provide proper student placement in AP courses
- Ability and willingness to work with extra-curricular activities
- Strong interpersonal skills desired
- Must be supportive of a philosophy that demands the most of students, yet provides them with the emotional support necessary for their success
- Interested in attending and participating in on-going professional development opportunities
- Advocates and models collegial and professional relationships
- Plans strategically and philosophically to ensure student success

### 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

- Candidates must hold a current US or Canadian counseling certificate
- Masters degree or equivalent level of preparation and experience
- A minimum of two years recent and full-time counseling experience in an American or Canadian curriculum school K-12 is required
- Experience with current best practices, current teaching materials, and current instructional strategies as well as recent professional growth activities
- Focused instruction and assessment on student learning