

APIS Main Campus Counselor Job Description

Job Title: MC Counselor



Qualifications:

- Must have a minimum of a Bachelor's Degree (From an accredited university)
- Must have School Counselor Certification
- Have an understanding of IBO PYP, MYP and DP
- Understanding of various college application systems and requirements
- Experience in working with a range of students from diverse backgrounds and ability levels
- English Language proficiency
- IT skills (Microsoft system and Google proficient)

Job Description:

The school counselor is responsible for supporting the social and emotional development of students in Gr.5 – 12. The counselor will work in partnership with all members of the community to promote and foster positive working relationships in the best interests of student learning. The counselor will consult with teachers, parents, and staff to enhance the program provided for students. The counselor will give guidance in academic, college, and career planning. This person will also serve on the Building Leadership Team, serve as a member of the Student Support Team and serve as the designated leader of the Child Safeguarding Committee.

Responsibilities Include:

- Lead and maintain the Child Safeguarding team and action plan for the Main Campus
- Contribute towards advisory programs
- Communicates and liaises with programme coordinators to implement and review systems and processes to provide advice and guidance to students on programme choices, careers and/or additional education opportunities.
- Offer information, advice, counseling and facilitate the college application process.
- Work in collaboration with the building Principal in transcript tracking and Ministry of Education GPA for all students.
- Implement effective counseling support to all students in group and individual settings, addressing social and emotional concerns.
- Support the social and emotional needs as well as Interact and work with a range of students (age, background, ethnicity, ability, etc).
- Provide classroom lessons on Child Safeguarding using the resources available.
- Provide a program for social and emotional support using a combination of school resources within the classroom setting (in the PYP).
- Contribute to Parent Support Group Meetings through education of relevant topics.
- Serve as a member of the Building Leadership Team and Student Support Team.
- Serve as the case manager for students with behavioral concerns, including parent communication.
- Carries out other related duties and responsibilities as reasonably requested by the Administration within the limitations of the contract.

Sources:

IBO: Standards and Practice (2020)