

AISD adopted a [Child Protection Policy](#) on November 17, 2015 and is committed to the protection of all children and young people from harm. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

### JOB DESCRIPTION

**Title:** **Secondary School Counselor (Comprehensive - G9 to 12 Focus)**

**Job Objective:** To provide counseling support to the Secondary School Students. To facilitate learning and to promote the cognitive, social, and personal development of Secondary students.

**Qualifications:**

**Education:** U.S. or equivalent Certification in School Counseling, with a Master's Degree. Experience in Mental Health Counseling preferred

**Experience:** 3 – 5 years of experience in a similar field

**Employment Arrangement:**

Overseas Hire:

- Two-year initial contract
- Annual renewal
- Teacher Salary Scale

**Supervised By:** Secondary School Principal

**Major Areas of Responsibility:**

**Student Relations**

- Provide individual and group counseling as needed.
- Provide emotional and academic counseling to students and, as needed, meet with parents regarding their child's needs.
- Monitor students at higher risk, conduct risk assessments, create safety plans for trips, work with outside agency to provide additional support to students at higher risk or students with additional needs
- Peer Facilitator Leader for the Secondary Club.
- Coordinate the admission of new students by meeting with new Secondary school families, interviewing and testing candidates, conducting thorough records reviews of candidates and scheduling an appropriate academic program for each student admitted.
- Assign a buddy to each new student. Follow-up with new students in group or individual meetings within 2 to 3 weeks of arrival, etc.
- Organize Secondary School Information Nights for Parents of students and daytime orientation program for students
- Assist Secondary school college counselor in advising students regarding selection of Secondary school courses and programs.
- Help build the Secondary schedule based upon student needs.
- Build individual student schedules.
- Attend weekly Student Support Team meetings.
- Consult with the Principal and Superintendent.

*"Preparing students to become stewards of a just and sustainable world."*

#### Teacher Relations

- Build strong professional relationships with faculty in order to provide guidance and support of students.
- Attend grade level team meetings to discuss student concerns
- Review all outgoing progress reports and report cards to analyze data and collect additional information to identify students and create strategies to support teachers and students in the classroom.
- Attend teacher-parent conferences as needed
- Meet regularly with the Learning Support Teacher to review student referrals and discuss academic progress of students.
- Conduct weekly meetings with other counselors on staff.

#### Parent Relations

- Prepare and present educational and information sessions for parents, such as Child Protection and our Health Wellness and Sexuality Education Program.
- Maintain close contact with parents through phone calls and meetings as necessary.
- Consult with families and staff to highlight students' needs and discuss strategies necessary for improved social and academic performance.

#### Advisory Program

- Oversee and coordinate Advisory program: Create Advisory themes centered around our Health Wellness and Sexuality Education Program
- Oversee and Coordinate the Pastoral Care program.
- Assign students to Advisors
- Coordinate with the Grade Level Teams and Leaders to develop the Advisory program with preparation of lessons
- Build a community of teachers to be a part of the Advisory program
- Provide resources and training to Advisors
- Bring in community resources to supplement Advisory program

#### Administrative Responsibilities

- Plan and implement the administration of standardized testing (e.g. PSAT/SAT, MAP); train teachers, coordinate room assignments, create student schedules, order pencils, booklets and answer sheets, organize proctors, and package for return mail, etc.
- Coordinate interpretation and reporting of test results to staff, parents, and students.
- Serve as a member of the school-wide Crisis Response Team.
- Assist with the development of the Secondary Master Schedule in conjunction with the Secondary School Principal.
- Consult with/refer families to local specialists to serve the needs of students.
- Meet with the Secondary Leadership on a weekly basis
- Part of the AISD Child Protection team
- Continues to build and review review policies and procedures for our Child Protection Program

#### Other Responsibilities

- Support the planning/development of programs for transition to College/University and careers
- Develop lessons focused on transition to post-secondary education and careers
- Undertake any other duties within the department as directed by the HS Principal.

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