



**SHANGHAI AMERICAN SCHOOL
JOB DESCRIPTION**

TITLE: COUNSELOR, HIGH SCHOOL, PUDONG CAMPUS
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191

POSITION SUMMARY:

As a member of the counseling team, effectively implement a counseling program that meets the developmental, emotional, social and academic requirements of the student body and that enables students to experience success in all aspects of their lives.

SUPERVISED, EVALUATED BY & REPORTS TO:

The High School Principal

QUALIFICATIONS:

- Masters degree in Arts or Education.
- American Certification in School Counseling.
- Previous Counseling experience, preferably overseas High School Counseling.

PERFORMANCE RESPONSIBILITIES:

- Provide social emotional and academic advising to a grade level
- Deliver a comprehensive guidance curriculum that is targeted to the developmental needs of specific grade levels
- Implement a tiered intervention model to provide targeted support for students in need of additional social emotional and academic support.
- Serve on the Student Support Team
- Serve on the School's Crisis Management Team and provide counseling assistance throughout the School as requested
- Meet regularly with teachers so that student concerns might be expeditiously addressed
- Work with the counseling team to support the transition of students to and from SAS
- Act as a resource to both teachers and parents in adolescent counseling and mental health issues
- Work closely with both the special services teachers implementing remedial or special service classes for students and classroom teachers who have students enrolled in a special service class
- Assist in responding to child protection cases
- Assist the principal during the admissions process by administering the school admissions testing program and making recommendations regarding student admissions
- Assist the principal in developing and sustaining a positive School climate



Shanghai American School
An International Community

- Maintain professional confidentiality in all matters pertaining to student and staff counseling issues
- Other duties as assigned

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution should not be limited with the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.