

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** SOCIAL EMOTIONAL COUNSELOR, HIGH SCHOOL  
**SCALE:** TEACHER SALARY SCALE  
**CONTRACT DAYS:** UP TO 191 DAYS (+ 8 additional days as needed)

### 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 (primary) & Director of Student Support Services (secondary)

### QUALIFICATIONS & SKILLS:

- Masters degree in Arts or Education
- American Certification in School Counseling
- Previous Counseling experience, preferably international High School Counseling
- Understanding of the Multitiered Systems of Support (MTSS)
- Demonstrated excellent working relationships and rapport building with faculty, parents, and children
- A team player with demonstrated strong organization, communication, and creative problem-solving skills
- Experience with an international and multi-cultural clientele; awareness and sensitivity about cultural differences regarding learning, social-emotional, and behavioral needs

### PERFORMANCE RESPONSIBILITIES:

- Provide social emotional and academic advising for an assigned case load.
- 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.
- Participate in the schools Systems of Support for All Learners and meet responsibilities as delineated in the referral process.
- Serve on the School's Crisis Management Team and provide counseling assistance throughout the School as requested.
- Meet regularly with Heads of Year, advisors, and teachers so that student concerns are expeditiously addressed.
- Work with other divisional counselors to support the transition of students to SAS.
- Act as a resource for both teachers and parents in adolescent counseling and mental health issues.
- Work closely with the Learning Support and EAL teachers.
- Assist in responding to child protection cases.
- Assist the Principal during the admissions process.
- Assist the Principal in developing and sustaining a positive climate among students.
- Maintain accuracy and professional confidentiality in all matters pertaining to student and staff counseling issues and records.
- 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.

**How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

**Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.