

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** COUNSELOR, MIDDLE SCHOOL  
**SALARY SCALE:** TEACHER SALARY SCALE  
**CONTRACT:** 191 Days

**POSITION SUMMARY:** The middle school counselor will provide preventive services and respond to identified student needs by implementing a comprehensive school counseling program that addresses all students' academic and social/emotional developments. The major functions of the school counselor job description incorporate the guiding missions of the International School Counselor Association (ISCA) and the American School Counselor Association (ASCA)

**SUPERVISED, EVALUATED BY AND REPORTS TO:** Division Principal

### IDEAL CANDIDATE QUALIFICATIONS:

- Advanced degree in School Counseling or related field
- License in School Counseling is required
- School counseling experience – 3+ years preferred
- Mental Health counseling experience preferred (including LMFT or LPC experience)
- Highly capable trust builder focusing on developing positive relationships

### PARTIAL LISTING OF DUTIES AND RESPONSIBILITIES

- Implement a proactive, inviting counseling program that actively involves students, parents and teachers to remove barriers for students to work the best of their ability.
- Collaborate regularly with teachers to address student social, emotional, and academic concerns.
- Support teachers with behavioral and classroom management strategies as needed.
- Work closely with the support teachers and classroom teachers who have students enrolled in support programs.
- Provide individual and small group counseling for students who are referred or identified as having emotional, social, or academic difficulties.
- Develop relationships with local mental health providers, and provide referrals for students when needs exceed what the school can provide
- Maintain regular authorized communication with mental health providers working with our students.
- Communicate and work closely with parents regarding counseling support.
- Become actively involved with students through classroom visitations, presentation of lessons, participation in student activities and interaction with students before school, during student breaks, lunch, etc.
- Lead the development of Social Emotional Learning in collaboration with classroom teachers.
- Lead the New Student Orientation and Departing Student transition programs and assist families in transition.
- Work with parents, students, and teachers to facilitate student applications for educational programs beyond SAS.
- Provide parent education workshops that reflect the needs of the community.
- Advise on admissions decisions for students requiring additional support.
- Keep the principals apprised of matters related to students' social, emotional, and mental health.
- Provide leadership and collaborate with other educators in the school-wide integration of ASCA and ISCA standards; Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals; Incorporate into their programs the life skills that students need to be successful in the twenty-first century.
- Utilize student data to identify how to support SEL initiatives
- Implement an effective referral and follow-up process as needed; Accurately and appropriately use assessment procedures for determining and structuring individual and group counseling services.
- Participate in professional development activities to improve knowledge and skills.

- Use available technology resources to enhance the school counseling program.
- Adhere to laws, policies, procedures, and ethical standards of the school counseling profession.

### **SAS BELIEVES:**

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

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor 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.