

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** COUNSELOR - ELEMENTARY SCHOOL  
**SCALE:** Teacher Salary Scale  
**CONTRACT DAYS:** up to 191

### **POSITION SUMMARY:**

To effectively design and implement an Elementary School counseling program that meets the developmental, emotional, social, and academic requirements of the elementary student body in partnership with leadership, teachers and parents.

### **SUPERVISED, EVALUATED BY & REPORTS TO:**

The Elementary School Principal & Director of Student Support Services

### **QUALIFICATIONS:**

- Minimum of BA or BS; MA or MS in Counseling or Social Work is preferred.
- Applicants must have counseling certification from a state, province, or governmental authority, covering K-5
- Minimum of 3 years of experience, preferably overseas Elementary Counseling experience
- Knowledge and experience in safeguarding best practices
- More than two years of experience in elementary school classroom/teaching role is preferred.
- Training and expertise in child development; human cognition and learning strategies; social-emotional learning; and child safeguarding

### **PERFORMANCE RESPONSIBILITIES:**

- Implement a proactive and invitational counseling program that actively involves students, parents, and teachers
- Implement the ISCA International Model for School Counseling
- Counsel students who are referred or identified as having emotional, social, or academic difficulties.
- Meet regularly and partner with teachers/teacher teams to learn about and foster an understanding of the developmental, whole-child needs, so that supports and interventions implemented are well aligned and appropriate
- Implement a "New Student/Departing Student" orientation program.
- Assist new families in the settling in process in a new environment.
- Foster positive and supportive relationships and partnerships with parents
- Facilitate parent/family workshops about social-emotional learning and parenting skills

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- Communicate and work closely with parents/families regarding the school counseling program.
- Communicate and work closely with teachers regarding social-emotional concerns, and Positive Discipline/Responsive Classroom management strategies.
- As needed, partner with outside providers, such as therapists and psychologists to support individual student needs.
- Become actively involved with students through classroom visitations, presentation of Second Step lessons related to bullying and child protection, participation in student activities, and being visible during student recess etc.
- Establish and maintain database of community service resources for addressing student counseling requirements.
- Assist with the admissions process.
- Work closely with faculty, including learning support teachers as well as leadership, in implementing intervention or support groups as needed
- Coordinate the *System of Support for All Learners* process which includes facilitating team/student of conversation meetings, maintaining relevant documentation, as well as ongoing communication regarding students' needs
- Collaborate with the principal and vice principals in developing and nurturing a positive school climate and in the planning of school events that foster a culture of care, joy and well-being for students and community alike.
- Maintain confidentiality in all matters pertaining to student and staff counseling issues.
- Adhere to the SAS Code of Conduct and exemplify the highest level of professionalism in all settings and across all partnerships with teachers, families, students.
- 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.

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## **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.