

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: COUNSELOR, ELEMENTARY SCHOOL, PUDONG CAMPUS
SALARY SCALE: TEACHER SALARY SCALE
CONTRACT: 191 Days

POSITION SUMMARY: To effectively design and implement an ElementarySchool counseling program that meets the developmental, emotional, social, transitional needs, and academic requirements of the student body and that enables students to experience success in all aspects of their lives.

SUPERVISED, EVALUATED BY AND REPORTS TO: Division Principals

IDEAL CANDIDATE QUALIFICATIONS:

- Advanced degree in Counseling or related field;
- Certification in Counseling – Licensed Marriage and Family Therapy (LMFT) or Licensed Professional Counselor (LPC) certification preferred;
- School counseling experience – 5+ 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.
- Provide individual and small group counseling for students who are referred or identified as having emotional, social or academic difficulties.
- Become actively involved with students through classroom visitations, presentation of lessons, participation in student activities and being visible during student break, lunch, etc.
- Lead the New Student Orientation and Departing Student transition programs.
- Lead the transition program from the Elementary School to the Middle School.
- Work with student groups regarding social or health programs and issues.
- Provide parent education workshops that reflect the needs of the community.
- Communicate and work closely with parents regarding counseling support.
- Assist new families with the “settling in” process.
- Collaborate regularly with teachers to address student social, emotional, and academic concerns.
- Facilitate the Student of Conversation meetings.
- Support teachers with behavioral and classroom management strategies as needed.
- Work closely with both the support teachers and classroom teachers who have students enrolled in support classes.
- Develop relationships with local mental health providers who can provide support for students that go beyond what the school can provide.
- Advise on admissions procedures for students requiring additional support.
- Advise the principal on matters related to students’ social, emotional, and mental health.

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 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.