

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: EARLY CHILDHOOD COUNSELOR, ELEMENTARY SCHOOL PUXI CAMPUS
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191 school days (plus three extra days to be used typically before school starts for admission/transition/new family orientation needs)

POSITION SUMMARY:

To effectively design and implement an Early Childhood (PK-Grade 1) counseling program that meets the developmental, emotional, social and academic requirements of the elementary student body and that enables students to experience success in all aspects of their lives.

SUPERVISED, EVALUATED BY & REPORTS TO: The Elementary School Principal and Director of Student Support Services

QUALIFICATIONS:

Applicants should:

- Have a Master's degree in Human Services, Counseling and/or School Counseling
- Have a certification in School Counseling.
- Have previous Elementary Counseling experience preferably overseas Elementary Counseling experience.
- Preferred Elementary and/or Early Childhood teaching experience

PERFORMANCE RESPONSIBILITIES:

- Develop trusting relationships with parents and teachers to partner on behalf of the student through regular observation and authentic assessment
- Be present at recess as well as at team meetings and school events to fully integrate into the culture of the elementary school and the larger SAS community
- Develop a proactive, inviting counseling program that involves and educates the students, parents and teachers and builds awareness of the process of social emotional development for children.
- Act as an advocate for all children and families.
- Counsel students, on a short-term basis, who are referred or identified as having emotional, social or academic difficulties.
- Collaborate and coordinate with outside agencies and therapists.
- Meet regularly with teachers in order to address student concerns.
- Implement a "New Student/Departing Student" orientation program.
- Assist new families in the "settling in" process in a new environment.
- Provide parenting skills workshops, and contribute articles to school magazine.
- Communicate and work closely with parents regarding the School counseling program.
- Communicate and work closely with teachers regarding behavioral and classroom management strategies.
- Become actively involved with students through classroom visitations, presentation of lessons, participation in student activities and being visible during student recess etc.

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- Work with student groups regarding social or health programs and issues.
- Establish a database of community service resources for addressing student counseling requirements.
- Assist with the admissions procedures for students and advise the principal during the admissions process.
- Coordinate the Student Support Team process (Tier 1 and Tier 2)
- Write and manage accommodation plans
- Assist the principal in developing and sustaining a positive School climate and program.
- Maintain 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.