

## **High School Counselor (Grades 9-10)**

**Department:** High School

**Status of Hire:** Overseas Direct Hire (ODH) / Local Hire (LH)

**Reports To:** High School Principal

### **Objective:**

The High School Counselor (9-10) provides support in the school through the implementation of a comprehensive school counseling program aligned with the school's mission and vision to promote academic, social/emotional, and career development, as well as providing leadership in student transitions to the YISS high school community.

### **Qualifications:**

- Current and valid license/certification
- Excellent interpersonal and collaboration skills
- Excellent written and verbal communication skills
- Two years of classroom teaching experience preferred
- Two years of school counseling experience preferred
- Master's degree preferred

### **Duties and Responsibilities:**

Works with the High School Counseling Department in developing and leading in the following counseling areas at YISS.

### **Performance Objectives:**

#### *Academic:*

- Regularly audits student academic progress in order to support those who are struggling academically
- Attends regular SLS team meetings to support students with different learning needs
- Works in collaboration with the High School Leadership team and/or counseling team to address parent or student concerns pertaining to counseling
- Gathers and analyzes data from students, parents, and faculty, in relation to the quality of the High School Counseling Department and participates in the development of action plans to grow and develop the manner in which students access counseling services across the high school
- Works with each student individually to develop their course schedule for the upcoming school year
- Assists students on 4-year academic planning
- Reviews new student applications to advise on fit for the Admissions Office

- Assists with the orientation of new students by creating schedules, connecting them with student leaders, and communicating with teachers when new students enroll midway through the year

*Social-emotional:*

- Provides short-term counseling or periodic check-ins with students regarding various social-emotional concerns
- Leads small group counseling sessions with identified student needs
- Plans and teaches in collaboration with TEV teachers, Life Skills classes for 9th grade students during Semester 1 on topics such as time management, stress management, goal setting, relationships, study skills, etc.
- Participates as a member of the YISS Child Safeguarding Team to support the school climate and more acute issues, which may include supporting child safety inquiries
- Refers students to outside counseling services when needed
- Helps plan and lead presentations on social-emotional issues (stress, depression, suicidal ideation, drugs & alcohol, etc.) in grade-level meetings and/or small groups

*Career Education:*

- Works with the High School Counseling Department and the PTO to organize Career Explorations Series and/or Career Day events
- Uses Career Assessments to help students identify potential career fields as well as strengths and/or characteristics they possess

*Student Orientation/Transition:*

- Leads the selected student leaders in “L-Crew” club with the planning and execution of Freshmen Orientation and oversees biweekly meetings
- Plans and implements the 8th grade transition program in the spring of each year including:
  - SEL Transitional Lessons
  - Classroom Schedule information
  - Small-group informational meetings
  - Teacher Meet and Greet Events
  - Student Shadow
  - Parent SEL meetings
- Plans parent presentations to support the transition of their student

*Other Duties:*

- Member of the High School Leadership Team and attends weekly meetings
- Participates in goal setting and the professional development of all members of the High School Counseling Department
- Participates in the development of the high school master schedule in conjunction with the High School Leadership Team
- Serves as the SAT Coordinator as needed
- Supports the planning and execution of High School graduation
- Performs other duties as assigned

*All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.*

**Application Process:**

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>