

## **Counselor**

**Department:** Elementary School

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

**Reports To:** Elementary School Principal

### **Objective:**

Provide for the counseling needs of YISS elementary school students.

### **Qualifications:**

- Master degree preferred
- Excellent written and verbal communication skills
- Elementary school classroom teaching or school counseling experience
- Current certification or licensure
- Knowledge of the ASCA National Model

### **Duties and Responsibilities:**

The elementary school counselor is responsible for providing a well-designed counseling program that supports and guides students in their academic, personal and spiritual growth. In order to maintain knowledge of current best practices in counseling and guidance, the guidance counselor is expected to avail himself/herself of necessary professional development opportunities and/or continuing education. The professional development opportunities need approval by his/her immediate supervisor.

### **Performance Objectives:**

- Serve as a resource for parents, teachers, and staff regarding the developmental needs of middle school students.
- Conduct informational sessions to parents and staff of the elementary school regarding issues pertinent to raising, working with and supporting elementary school children (transition, developmental needs, social emotional needs and support, etc.)
- Consult with school staff members (SLS, ELL, ES Principals) regarding the most appropriate placement of students.
- Coordinate the development of student schedules.
- Team with teachers and administration to provide interventions for students struggling academically or behaviorally.
- Provide time for individual or small group counseling sessions dealing with topics such as academic failure, attendance problems, family issues, suicide prevention, behavior problems and peer relationships.
- Refer children and their parents to special programs, specialists and outside agencies.
- Conduct orientation activities for students new to the school.

- Provide elementary school transition activities both for into and out of the elementary school.
- Teach lessons/courses in the elementary school
- Coordinate weekly Oasis Assemblies (Ossemblies) and Oasis SEW.
- Interpret standardized test results to parents, students, and teachers and help teachers develop strategies to use the information to improve future test scores.
- Assist with the K-12 school-testing program.
- Conduct large and small group student sessions focused on social emotional topics.
- Serve as a member of the elementary school leadership team.
- 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.*

### **Contractual Requirements:**

The Elementary Counselor position is on a teacher contract and will be expected to be on duty up to 10 days, at the discretion of the supervisor, before the school year starts or after school year ends. The stipend amount for the additional days will be determined on a daily rate or by the current contracted stipend (whichever amount is greater of the two).

### **Application Process:**

Interested candidates may apply using the website below:

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