



## JOB DESCRIPTION

### SECONDARY SCHOOL & UNIVERSITY COUNSELOR

#### PURPOSE:

The Secondary School & University Counselor shall be responsible for facilitating the advisory curriculum in the secondary school, providing social/emotional counseling, overseeing the university selection and application process, helping with the academic selection and best fit process, advocating for student needs, and liaising with students, families, faculty and administration.

#### REPORTS TO:

Secondary School Principal

#### WORKS CLOSELY WITH:

- Student Support Team
- Elementary School Counselor
- Admissions Office
- Classroom Teachers

#### QUALIFICATIONS:

1. M.Ed. degree or higher
2. Active certification as a School Counselor or Licensed Therapist
3. Experience as Secondary & University Counselor
4. Strong communication and collaborative skills
5. Experience with an international and multicultural clientele

To apply, please send your resume, cover letter and three references to [staffing@ras.ma](mailto:staffing@ras.ma) with the subject line "SS & University Counselor".

**Deadline to Apply: February 1st, 2023**





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## SECONDARY SCHOOL & UNIVERSITY COUNSELOR

(CONT.)

### DUTIES AND RESPONSIBILITIES:

#### Teaching and Learning:

- Coordinate curriculum for the Advisory Program across grade levels 6-12.
- Liaise with teaching staff and monitor the emotional/ social/ personal progress of students, and assist and advise teaching and support staff in addressing the particular emotional/ social/ personal needs of individual students.
- Collaborate with grade level teams to develop and refine guidance curriculum in content areas.
- Conduct whole class learning activities (i.e. visiting advisories, leading or co-leading SEL curriculum, mindfulness sessions) to respond to students' identified needs and interests.
- Conduct small group counseling sessions (i.e. friendship groups, restorative practices, transitions workshops, culture shock training).
- Lead parent workshops related to a variety of SEL topics.
- Promote global awareness of the unique nature of life within the international community and support those transitioning into and out of RAS.
- Conduct annual training on peer mediation/organize and conduct mediations and keep confidential files for completed mediations.

#### Social Emotional Counseling:

- Conduct counseling and crisis counseling as needed with individuals, groups and families.
- Provide individual and small group short-term counseling for students experiencing challenges with relationships and personal concerns.
- Consult with parents, teachers, leadership, and community agencies about strategies/resources to support students and families.





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(CONT.)

### DUTIES AND RESPONSIBILITIES:

#### Social Emotional Counseling (Cont.)

- Manage referrals: (a) maintain a current list of community resources for referral purposes; (b) refer faculty, staff, students, and families whose needs cannot be addressed in the school setting to outside providers.
- Provide transition support to families and students moving in and out of the school.
- Serve as a Child Protection Lead and participate in the development and implementation of Child Protection procedures.

#### College, University & Career Counseling:

- Organize, promote and facilitate University visits to RAS campus.
- Lead college counseling classes, using BridgeU for grades 9-12.
- Maintain all records on BridgeU, on the UCAS and Common App online application forms (and any other online application forms as necessary).
- Offer workshops to parents and students on the college prep process throughout the year.
- Meet with all students/parents in grade 11 to launch the university application process.
- Support students in selecting and applying to best fit universities/prepare and send all supporting documents to universities, including transcripts, letters of recommendation, school reports and school profile.
- Maintain information and statistics on student uptake of places in institutions of tertiary education.
- Develop positive relationships and network with university admissions officers from around the world.
- Plan, promote, and facilitate the Annual RAS Career Day.





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(CONT.)

### DUTIES AND RESPONSIBILITIES:

#### School Organization:

- Collaborate on the coordination of transition events (G5 to 6 & G8 to 9).
- Chaperone and lead transition activities on the grade 9 Week Without Walls Trip.
- Provide consultation as a member of the school's (SST) Student Support Team and (CST) Child Study Team.
- Work in partnership with the Admissions Office to review files of new applicants and make recommendations.
- Provide workshops for the RAS Community (i.e. transitions, relevant school and student issues, college counseling, culture shock).
- Collaborate to support the management of the counseling program (i.e. budget responsibilities, order and develop resources, write policies and procedures).
- Analyze student achievement and counseling program data to evaluate the counseling program, conduct research on activity outcomes, discover gaps that exist between different groups of students.
- Conduct academic scheduling (G6-12) and advisement of course selection (G6-10).
- Liaise with DP/Pathways Coordinator on course selection for grade 10 students.
- Liaise with elementary Counselor and Learning Support to identify crossover issues and facilitate vertical alignment.