



JOB DESCRIPTION

SECONDARY SCHOOL & UNIVERSITY COUNSELOR

Temporary - Maternity Leave coverage

Position

Secondary School & University Counselor (Temporary - Maternity Leave coverage)

Reports to

Secondary School Principal

Works closely with

Secondary Leadership Team

Student Support Team

Elementary Counselor

Admissions Department

Classroom Teachers

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.

Responsibilities and Duties

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.



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Responsibilities and Duties (CONT.)

- 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 of 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.
- Manage referrals:
 1. Maintain a current list of community resources for referral purposes;
 2. 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 as well as 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.



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Responsibilities and Duties (CONT.)

- 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 in the spring.
- Serve as PSAT testing coordinator for Grades 10/11 in October.
- Draft letters of recommendation/reference for Grade 12 caseload.
- Manage and train recommendation writers on the recommendation process.

School Organization:

- Collaborate on the coordination of transition events (grades 5 to 6, 8 to 9 and 12 to university)
- 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, conduct credit checks 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.
- Serve as member of the Diversity, Equity & Inclusion (DEI) Council.



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Qualifications Required

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

If interested, please send your Resume and Cover Letter to staffing@ras.ma with the subject line: "Secondary School & University Counselor Vacancy"

Deadline to Apply

October 4th, 2024.