

High School Counselor (Grades 11-12)

Department: High School

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

Reports To: High School Principal

Objective:

The High School Counselor (11-12) provides support in the high school through the implementation of a comprehensive school counseling program aligned with the school's mission and vision to promote academic, social/emotional, and college/career development.

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 HS Counseling Department in developing and leading in the following counseling areas at YISS.

Performance Objectives:

College/Career Counseling:

- Helps develop and implement the college/university preparation program
- Oversees the college application process for seniors
- Plans and supports the Senior Symposium that takes place in late August
- Composes letters of recommendation for assigned students as required
- Coordinates in-person and virtual college visits to campus
- Hosts parent and student presentations on various college admission topics
- Counsels students in career choices and helps students identify optimal university choices according to career directions
- Supports the PTO as they plan out Career Day/Career Exploration Series activities for high school students each year

Academic:

- Performs annual student audits to verify that each senior has the appropriate credits to graduate
- Regularly checks student academic progress to support those who are struggling
- Attends regular SLS/SST meetings to support students with different learning needs

- Works with each student individually to develop their course schedule for the upcoming school year
- 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
- Refers students to outside counseling services when needed
- 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
- Helps plan and lead presentations on social-emotional issues (stress, depression, suicidal ideation, drugs & alcohol, etc.) in grade-level meetings and/or small groups

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
- Co-develops the high school master schedule in conjunction with the High School Leadership Team
- Supports the planning and execution of graduation
- Serves as the SAT Coordinator as needed
- Perform 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/>