

## Job Description

<b>Position</b>	<b>Secondary Social/Emotional Counselor</b>
<b>Reporting Relationship</b>	<b>Secondary Principal</b>
<b>Working Relationships</b>	<b>Counselors, IB Coordinators, Faculty, Students</b>

---

### Description

The Social/Emotional Counselor role requires first point of contact with students, teachers and parents. The Social/Emotional Counselor works closely with the Secondary Leadership Team, the Advancement Centre Team and the College Counselors.

### Specific Duties

#### Student Services

This role will most specifically focus on:

- Providing mental health support and psychotherapy for students in Grades 6 - 12
- Leading the Crisis Intervention Team in conjunction with the Secondary Principal
- Acting as the Designated Person for Child Protection in the Secondary School
- Overseeing the Student Support Team (SST)

The counselor will provide a range of services to Grade 6 - 12 students which include support for social, emotional and academic issues on a needs basis or via referral, such as:

- One-on-one counseling, including, but not limited to:
  - Goal setting, interpersonal relationships, academic planning (grades 6-9), understanding of self, conflict resolution
- Small group counseling
- Mediation
- Classroom guidance counseling to deal with a time appropriate area of social/emotional concern with a cohort.

In collaboration with the counseling team maintain and support the implementation of structured programs, such as:

- Homework, Organizational Planning Skills (HoPS) for grades 6-9
- Peer Support Mediators
- New Student Orientation
- Leaving Student Transition
- Restorative Practice
- PSHE curriculum

#### Parent Education

Lead structured programs to support parent learning through:

- One-on-one sessions with parents
- Including parents in counseling sessions to support Learning and Behavior Agreements / Contracts / Probation
- Counseling workshops that address concepts such as:
  - Student protection, Adolescent Developmental Needs, Substance Use, Support Between School and Home, Health and Wellbeing
- Messenger Communication

#### Teacher Support and Education

- One-on-one counseling
- Mediation services
- Collaboratively, promoting the values, developing understandings and supporting the implementation of practices for:
  - Restorative Practice

Accredited By

- Student Protection
- Substance use and abuse
- Sexual Health Education

### Administration

- Tracking cases to generate data for annual reports
- Track cases for counseling records
- Maintain counseling records electronically in password protected spreadsheet
- Liaise with MYPC, DPC and College Counselors to ensure there is appropriate documentation on file to support students' pathways. This could include:
  - Letter to define a student's challenges with anxiety or stress for IB special provisions
  - Letter to define family circumstances that may have impacted on attendance

### Collegiate Responsibilities & Expectation:

- To understand and live the school's mission.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers and administrators.
- Maintain professional relationships with students, parents and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.
- Actively participate in Appraisal Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.