

## 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 students, parents, 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 counseling for staff and students in Grades 6 - 12
- Leading the Crisis Intervention Team in conjunction with the Secondary Principal
- 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 6-8), understanding of self, conflict resolution
- Small group counseling
- Mediation
- Family counseling
- Referring students/families to external counseling services
- 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
- Leaving Student Transition
- Primary to secondary school transitions
- Restorative Practice
- PSHE and SEL 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

Accredited By



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 New England Association of School and Colleges (NEASC), USA

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## Teacher Support and Education

- One-on-one counseling
- Mediation services
- Deliver professional development:
  - Child protection
  - Staff and student wellbeing
  - Homeroom lesson delivery on sensitive topics
- Collaboratively, promoting the values, developing understandings and supporting the implementation of practices for:
  - Restorative Practice
  - Student Protection
  - Substance use and abuse
  - Sexual Health Education

## Administration

- Tracking cases to generate data for annual reports
- Track cases for counseling records
- Document child protection concerns in a confidential file and communicate with Child Protection Officers
- 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.

Updated on 27th August 2019