



**THE AMERICAN SCHOOL**  
Developing Academic Excellence and Strength of Character

## **JOB DESCRIPTION**

### **1. JOB DETAILS:**

<b>Job Title:</b>	<b>Guidance Counselor</b>
<b>Reports to:</b>	<b>Learning Support Coordinator</b>
<b>School:</b>	<b>The American School (TAS)</b>
<b>Function:</b>	<b>Supporting the Students Social and Emotional Welfare</b>
<b>Grade:</b>	<b>Whole School (ECC Primary Post &amp; MS/HS Post)</b>

### **2. JOB PURPOSE:**

**To assist and guide students based on needs, objectives, and goals. Maintains student tracking info. Cultivates relationships between staff, students, and parents. Significantly add to the level of Pastoral Care & Student Wellbeing on Campus.**

### **3. KEY ACCOUNTABILITIES:**

#### **Description**

- **Oversee the Execution and Content of Advisory/Homeroom Time Slots**
- **Offer individualized assistance and support to your assigned division**
- **Meet regularly with teachers, parents, and support staff**
- **Work closely with Teachers and advocate on the behalf of students**
- **Conduct Assembly when requested and/or as needed**
- **Spearhead counseling initiatives as assigned to you**
- **Assess and Identify student's interests, personality, values, and skills**
- **Mentor students and provide advice**
- **Build relationships with outside support vendors and colleagues at other institutions**
- **Make strong connections with Students & Parents**
- **Sit on committees as requested and offer your expertise**
- **Offer your assistance to the Admissions Department when dealing with unique circumstances**
- **Undertake other duties as directed by SLT Members**

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#### 4. COMMUNICATIONS & WORKING RELATIONSHIPS:

**Internal:**

HOS  
HOO  
Academic Director  
Principals  
HODs  
Teachers  
Support Staff  
Librarians  
Students

**External:**

Parents  
External Support Agencies  
Hospitals & Clinics  
Guidance Counselors from other institutions

#### 5. QUALIFICATIONS, EXPERIENCE & SKILLS:

**Key Performance Indicators (KPIs) – Measurable**

- Student Information Tracking
- Parent Polls & Feedback
- SLT Performance Evaluation
- Incidents & Campus & Student Wellbeing

**Expected Qualifications:**

Bachelor's degree, preferably in Counseling, Social Service, and/or Education.  
At least 2 years of experience in a similar role.  
Knowledge of Educational Trends, Best Practices, and Clinical Research

**Desired:**

Master's Degree in Counselling, Social Service, and/or Education.  
At least 3-4 years of experience in a similar role.  
State licensed USA and/or Advanced PGCE Diploma

**Skills and Personal Attributes**

- Communication
- Empathy & Compassion
- Collaboration and Teamwork
- Integrity and Trust
- Humor
- Confidentiality & Discretion
- Decision Making and Problem Solving
- Organized & Prepared

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