



AMERICAN COMMUNITY SCHOOL

OF ABU DHABI SINCE 1972

JOB DESCRIPTION

TITLE: Elementary Homeroom Teacher

REPORTS TO: Elementary Principal

CONTRACT DAYS: 190

WORKING HOURS: Monday through Thursday: 8:00 am to 4:30 pm, except Wednesdays which end at 5:00 pm. Fridays until 12:30 pm. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

Overview: In keeping with the ACS Vision and Mission, the Elementary SEL Counselor is responsible for providing a comprehensive, developmentally appropriate counseling program for students in the Elementary division that addresses the academic, career, and social-emotional development of all students.

Direct Services

- Act as the champion of social-emotional development for ACS Elementary students.
- Oversee, deliver and review comprehensive, developmentally appropriate social-emotional learning curriculum
- Collaborate and co-teach with teachers to ensure continuity of social-emotional learning
- Collaborate with the divisional principal to build positive social-emotional responses and identify and resolve student issues
- Provide short-term social-emotional counseling, career and academic advising/support
- Provide support to students/parents/community in transition to and from ACS and across divisions
- Deliver parent education that reflects the needs of the community
- Consult with parents, teachers, administrators and other relevant individuals in response to identified needs
- Collaborate with teachers and the Student Support team for overall student success
- Participate in crisis and Child Protection teams

Indirect Services

- Participate actively in weekly Professional Learning Team (PLT) meetings
- Participate actively in Student Support Team (SST) and other divisional specific meetings as required
- Assist in the admissions process by reviewing applications and coordinating any necessary assessments
- Assist the principal and teachers in developing and sustaining a positive and inclusive school climate
- Refer to and consult with appropriate outside support
- Use data to design, deliver and evaluate services to inform program needs
- Coordinate with outside agencies to support our program delivery
- Engage in professional development

American Community School Counseling Mission Statement

As student advocates, ACS counselors work in partnership with students, educators, parents and the community, to foster an inclusive and collaborative school environment central to the success of the



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ACS mission. ACS counselors provide an accessible program that is comprehensive, developmentally appropriate and addresses the academic, career, and social/emotional development of all students.

ACS counselors believe:

- Every student has the right to have a caring adult advocate
- Every student should feel safe, supported, and accepted
- Every student is unique, capable, and developing as an individual
- Every student, with support, possesses the ability to advocate for themselves and generate solutions to problems
- Students learn through a variety of learning styles, depth and comprehension
- Students should maintain balance with their academic and non-academic lives
- Counselors should work within professional counseling code of ethics and adhere to standards of confidentiality
- Our counseling program requires continual review and revision in order to meet the needs of the school

Required Qualifications and Skills:

- Master's level or higher degree in School Counseling, Child Development, Educational Psychology or similar area, or a Master's degree or higher of Education with Certification in Elementary School Counseling
- Demonstrable history of success leading an Elementary Counseling program
- Compassion, Curiosity, Integrity, and Courage
- The ability to engage, prepare, and inspire our students, our staff, and our parent community
- A minimum of 5 years of full-time experience is required