



AMERICAN COMMUNITY SCHOOL

OF ABU DHABI SINCE 1972

JOB DESCRIPTION

TITLE: Middle School Counselor

REPORTS TO: Middle School Principal & Director of Student Support Services

CONTRACT DAYS: 195, Faculty Scale

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.

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 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

Position Summary:

This is a comprehensive SEL counseling position for Middle School students (Grades 6, 7, or 8) with a caseload of approximately 135 students. Candidates must be committed to addressing both the academic and personal/social development of our students.

Qualifications:

- Masters Degree in Counseling or related degree
- Certification in School Counseling
- A minimum of 5 years of Middle School counseling experience
- Knowledgeable with regard to international university entrance requirements

Expectations:

- Strong collaborative and interpersonal skills
- Willingness to work as a team
- Cross-cultural exposure and understanding
- Strong skills in monitoring and follow through

K-12 COUNSELOR DESCRIPTION:

Overview: In keeping with the ACS vision and mission, the counseling team members are responsible for providing a comprehensive, developmentally appropriate counseling program that addresses the academic, career, and social-emotional development of all students.

Direct Services

- Oversee, deliver and review comprehensive, developmentally appropriate social-emotional learning curriculum.
- Collaborate with teachers to ensure continuity of social-emotional learning.
- Collaborate with the divisional principal to 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.
- Lead Student of Conversation meetings with grade level teaching teams.
- Collaborate with teachers and learning support for overall student success.
- Participate in crisis and child protection teams.

Indirect Services

- Attend weekly Professional Learning Team (PLT) meetings
- Attend 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 supports
- 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