



JOB TITLE: HIGH SCHOOL COUNSELOR

QUALIFICATIONS:

1. Certification in Secondary Counseling – or equivalent
2. Master's degree
3. Previous High School experience required from a locally accredited school.
4. Ability to work independently and as part of a team

REPORTS TO: Secondary School Principal

INTERFACES WITH: High School Faculty and Staff, Elementary & Middle School Counselors, parents, students, community counseling services

JOB GOAL:

- Provide counseling services for students with personal, family, social, academic, behavioral concerns.
- Provide a comprehensive program in the area of College Guidance.
- Develop collaboratively with other members of the counseling staff to develop and maintain a successful social and emotional program.
- Consult and work with parents, teachers, student service staff and school administrators about the needs and way to best serve the developmental, emotional, and educational interests of the child.

PERFORMANCE RESPONSIBILITIES:

Services to Students:

1. Meet with students individually, in small groups or with entire classes as necessary.
2. Provide individual counseling regarding personal, academic or behavioral issues.
3. Structure group counseling opportunities in the areas of career exploration, university guidance, course selection and goal setting
4. Conduct guidance and counseling activities through interactions with classes of students.
5. Help students develop realistic personal growth, academic, and career options.
6. Help students understand their abilities, interests, talents, and personality characteristics and to provide them with life skills to enhance personal, social, and academic growth.
7. Consult with teachers when appropriate to help each student meet their full potential.
8. Develop and implement a successful transitioning program from 8th to 9th grade
9. Be sensitive to a multiple culturally diverse student body.
10. Help students develop study habits.



11. Facilitate admissions, screening test and orientation process of new students and families.
12. Participate in process of placing students in classes (as well as discussions regarding promotion and retention)
13. Assist with the standardized testing (MAP, PSAT, ACT, SAT, AP)
14. Assist with Learning Support to ensure all students receive accommodations when necessary.
15. Schedule and follow-up on all new students throughout the semester/year
16. Provide a referral list of professionals for community and outside school community resources and services: testing, medical, psychological, tutorial, etc.
17. To promote, advise and provide proper student placement in Advanced Placement courses.
18. Develop individual schedules and place students in appropriate classes to ensure compliance with the Nicaraguan and United States diploma requirements.
19. Supervise the final preparation of individual schedules before the first day of classes each year.
20. Build relationships with students, staff and families by ensuring confidentiality in all personal matters.
21. Insure that student records and cumulative folders are stored in a safe and confidential manner

Services to Parents

1. Provide guidance, support and orientation for new ANS families.
2. Confer with parents, students or teachers regarding individual student progress and needs

Additional Services

TERMS OF EMPLOYMENT:

As stipulated in contract.

PERFORMANCE EVALUATION:

The Secondary Principal will evaluate job performance with input provided by the classroom teachers, parents and students.