# Secondary School Counselor Job Description

Position Overview:

- Provide counseling services for students with personal, family, social, academic, behavioral concerns
- 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

**Professional Responsibilities**

**Services to Students:**

- Meet with students individually, in small groups or with entire classes as necessary
- Provide individual counseling regarding personal, academic or behavioral issues
- Conduct guidance and counseling activities through interactions with classes of students
- Help students develop realistic personal growth, academic, and career options
- Help students understand their abilities, interests, talents, and personality characteristics and to provide them with life skills to enhance personal, social, and academic growth
- Consult with teachers when appropriate to help each student meet their full potential
- Be sensitive to a multiple cultural diverse student body
- Help students develop study habits
- Facilitate orientation process of new students and families
- Assist with the standardized testing (MAP, PSAT, ACT, SAT, AP)
- Assist with Learning Support to ensure all students receive accommodations when necessary
- Schedule and follow-up on all new students throughout the semester/year
- Provide a referral list of professionals for community and outside school community resources and services: testing, medical, psychological, tutorial, etc.
- To promote, advise and provide proper student placement in Advanced Placement courses
- Develop individual schedules and place students in appropriate classes to ensure compliance with the Nicaraguan and United States diploma requirements
- Supervise the final preparation of individual schedules before the first day of classes each year
- Build relationships with students, staff and families by ensuring confidentiality in all personal matters
- Ensure that student records and cumulative folders are stored in a safe and confidential manner

**Services to Parents**

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

**Qualifications**

- Certification in Secondary Counseling – or equivalent
- Masters Degree
- Previous High School experience required from a locally accredited school
- Ability to work independently and as part of a team