



American School of Bombay

Our Mission

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of others.

Job Description

Position:	Middle School Guidance Counselor
Division:	Middle School
Supervisor:	Divisional Principal
Contract:	Initial 2 year contract, annual renewal thereafter

Position Summary:

The Middle School Counselor is an integral member of the Middle School Leadership Team working with the divisional principal and associate principal. The counselor is responsible for implementing a comprehensive counseling program that addresses the social, academic, and ethical needs of Middle School students. The counselor works with the school database system to create and manage the schedule. The counselor provides students, faculty, parents, and staff with supportive services and guidance throughout the year.

ASB educators and staff recognize the value of having a diverse and inclusive school community and work to ensure that all students (members of the community) are seen, heard, and valued ASB Educators engage in continuous learning and embrace the school's mission.

ASB's Mission, Vision, and Core Values guide our work. [ASB's Strategic Plan](#) guides our direction for student learning.

Responsibilities:

Middle School Counselor

Leadership:

- Member of the Middle School's leadership team
- Lead information sessions on ASB's Child Safeguarding Policy for teachers, administrators, and parents
- Provide professional learning on developmental needs of Middle School age students to faculty and parents
- Generate student scheduling with divisional leadership, technology department, and teachers/advisors.
- Manage the student ambassadors program
- Support and/or facilitate a student leadership program
- Design and coordinate house activities
- Facilitate and document faculty discussions and targeted interventions/strategies
- Plan and Lead Weekly Student Success Meetings
- Monitor all student progress at the end of each trimester and participate in the reporting process
- Participate in Open House and student conferences
- Liaise with parents and teachers regarding schedule changes
- Participate in the Week Without Walls Experiential Program
- Attend all staff, divisional and grade-level meetings
- Member of the Child Safeguarding Task Force and the Crisis Prevention and Response Team

ASB's Learners will be:

Intrinsically Motivated, Adaptable and Resilient, Self Aware, Empathetic, and Reflective.

Counseling Program:

- Provide counseling for all Middle School students to support their social, emotional, academic, and ethical needs
- Collaborate with members of the Mental Health Team to support the individualized needs of students
- Consult and work with outside organizations to provide student services
- Meet with students in small group sessions
- Observe students as required
- Assist teachers and administrators in advocating for and working with students experiencing academic, social, behavioral, and or emotional difficulties
- Contribute to and be guided by Board Policy and ILS handbook procedures and practices
- Lead parent education sessions and consult and advise parents regarding concerns about their children
- Attend parent meetings to provide support and advocacy
- Accept and take action on referrals from concerned faculty, students, administrators or parents
- Maintain communication with teachers regarding student concerns and attend collaborative planning meetings

Core Values

We believe that...

Each person has equal intrinsic value.

People are responsible for the choices they make.

All people have potential for growth.

Internal motivation is the most powerful driver of learning and success.

A balanced lifestyle is the essence of well-being.

Mutual trust and respect are essential for healthy, enduring relationships.

Embracing our interdependence is vital for community to flourish

Practice, perseverance, and reflection are integral to a culture of excellence.

We are the trustees of our environment.

Curriculum and Instruction

- Collaborate with teachers to develop lessons appropriate for students at each grade level to be taught within the Middle School program
- Work with grade level team leaders to develop and map advisory lessons relevant to our social emotional learning program that are responsive to the needs of students in each grade level
- Meet and plan with grade level teams to support student success
- Lead classroom lessons during advisory and/or health based on the needs of the program
- Develop and facilitate a *futures/career week* program
- Develop and lead student assemblies

Transitioning Entering and Exiting Students In and Out of ASB.

- Support newly enrolled students and families:
- Review incoming student records
- Interview incoming students and families
- Place new students in classes/sections and create schedules
- Coordinate new student events
- Inform teachers and specialists about new students
- Assist students having transition difficulties
- Arrange buddies for students who arrive during the school year.
- Assist exiting families and students:
- Facilitate admissions screening assessments for ASB students transitioning to other schools
- Prepare and liaise with faculty regarding letters of recommendation for new schools
- Work with and counsel families around the transition

Transitions within ASB for students entering and exiting the Middle School.

- Lead transition meetings
- Meet with the grade 5 team to discuss 5/6 transition and discuss placement needs
- Coordinate and work with divisional leadership for grade 6 and 8 orientation for students and parents
- Meet with the grade 9 team to discuss 8/9 transition and discuss placement needs

- Meet with counselors at levels grade 5 and 9 levels to discuss students with various needs
- Meet with Individualized Learning Services to discuss students with various needs and attend transition specific meetings

The Ideal Candidate Will Have:

- An understanding of applying evidence-based approaches to learning, social-emotional learning practices
- Excellent interpersonal and communication skills that promote collegial interaction and work effectively in a diverse community.
- A minimum of three-years relevant counseling experience in a K-12 accredited school.
- Bachelor's degree from an accredited university and current license and certification
- Professional License required
- Experience with an inquiry-based framework and MTSS Structures of Support
- Practice with Facilitative Leadership platforms such as Adaptive Schools and Critical Friends
- Evidence of relevant professional development
- Knowledge of current legal and ethical practices and guidelines in Counseling
- Ability to manage complexity - problem-solve, make decisions, and resolve conflict

[ASB Performance Standards for the Counselor.](#)

Child Protection and Safety:

The American School of Bombay promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government-issued background verification. All members of the community are responsible for the safety and well-being of every child.

Note:

All American School of Bombay employees will have a job description which will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.