Job Description

Position: High School Counselor
Division: High School
Supervisor: High School Principal

Position Summary:
The High School Counselor advises High School students regarding college, careers and life skills. They utilize leadership and collaboration to promote student success, provide preventive services and respond to identified student needs by implementing a comprehensive counseling program that addresses academic, career and personal developmental needs of students. The HS Counselor provides students, faculty, parents, and staff with supportive services and a strong team-based relationship.

Commitments:

ASB Mission and Core values guide their leadership.
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.

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 the community to flourish
- Practice, perseverance, and reflection are integral to a culture of excellence
- We are the trustees of our environment

Responsibilities:
High School and College Placement Counselor

New Students
- Review and evaluate incoming student records
- Interview all incoming students and families
- Placement and scheduling of classes for new students
- Communicates with teachers and specialists about new students
- Facilitate new students transitioning to ASB
- Monitor adjustment and progress of new students
- Liaise with the IB coordinator for grade eleven and twelve students
- Supervise Math, Language Arts, and ESL entrance assessments

Individual and Group Counseling
- Counsel students with physical, intellectual, social, emotional and behavioral difficulties
- Consult and refer to outside organizations providing student services
- Arrange small group sessions as needed
- Provide crisis intervention, referral, and follow-up
- Coordinate with ILS case managers on at-risk students
- Community connections for referral services

College Counseling
- Counsel juniors and their parents to identify best-fit colleges
- Process all college applications for students
• Write an in-depth school report for each senior to accompany college and scholarship applications
• Supervise the National Merit Scholarship Program
• Develop and update college resources for parents and students
• Coordinate and conduct parent information meetings in conjunction with visiting representatives from colleges and universities
• Prepare reports on student applications and acceptances to colleges as requested
• Assist in preparing the ASB school profile for dissemination to colleges

Parents
• Consult and advise parents about any concerns about their children
• Participate in parent informational meetings, back to school night, parent and student-led conferences
• Interpret ACT Explore, ACT PLAN and PSAT to parents
• Provide information on Summer programs

Academic Assistance
• Liaise with students, parents and teachers regarding schedule changes
• Maintain counseling website for parents and students
• Monitor credit checks for student progress at the end of each semester
• Coordinate and implement action plans for at-risk students
• Conduct mid-term, quarterly, and semester review of student progress
• Know school policies and procedures including graduation requirements

Transitions
• Meet with grade level teams for recommendations for section assignment, and academic placement levels
• Meet with each subject department regarding student placement
• Coordinate the transition program from grade 8 to grade 9
• Meet and confer with the middle school counselor to discuss students with special needs
• Sponsor student activities to facilitate transition. (Buddy system, move up day, parent transition meetings).

Other
• Respond promptly to all faculty, parent and student concerns
• Assist with school-wide re-registration and student transfer and withdrawal process
• Attend meetings as necessary.

Professional Development
• Participate in professional organizations by reading materials and attending conferences
• Host college visitors and learn from them to develop expertise in matching students with the appropriate colleges
• Visit colleges and universities when possible and meet with admissions counselors and advisors

The Ideal Candidate Will Have:
• Master’s Degree in Counseling from a recognized university/college with at least three years of experience as a High School Counselor.
• Strong interpersonal and communication skills to work effectively with community stakeholders
• Evidence of relevant professional development
• Knowledge of legal and ethical practices and guidelines in counseling
• Experience with Middle college model objectives and philosophy
• Growth mindset
• Ability to manage complexity

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.

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 be demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhering to the spirit, if not the letter of the job description.