NORD ANGLIA EDUCATION

SOCIAL/EMOTIONAL COUNSELOR
JOB DESCRIPTION

LOCATION	The Village School - Houston, TX
JOB PURPOSE	Through the application of professional training, the school counselor will design, implement, evaluate, and enhance comprehensive school counseling programs involving **developmental, preventive, remedial and responsive services**. These services address the academic and personal/social development of all Village School high students in his or her respective division. The major functions of the professional school counselor will promote and enhance student success and well being.
REPORTING TO	High School Director, Assistant High School Directors & Director of Residential Life
REPORTS TO/EVALUATED BY	High School Director
OTHER KEY RELATIONSHIP	Director of Operations

KEY RESULT AREA	**MEASUREMENT OF PERFORMANCE**
Major Responsibilities and Duties	
• Develops and maintains a written plan for effective delivery of the school and residential counseling program for students and staff • Communicates the goals of the counseling program to administrators, teachers, students, and parents • Work in partnership with Learning Specialists, Dean of Students and Grade Level Leaders to determine whether a student requires social/emotional support or academic support or both • Works in coordination with Learning Specialists in the Student Support Team referral and follow-up process • Works in coordination with Student Support Team to provide social-emotional advisory programming • Adheres to state laws, policies, procedures, and ethical standards of the school counseling profession • Assists all students, individually or in groups, within the high school division with developing academic, career and personal/social skills, goals, and plans • Provides individual and group counseling to students with identified concerns and needs • Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs • Accurately and appropriately uses assessment procedures for	▪ Annual Performance Review

determining and structuring individual and group counseling services • Accurately and appropriately interprets and utilizes student data from standardized tests and Psycho-Educational testing • Provide referral sources for those needing more in-depth services • Provide resources for specific topics/situations - articles, books, references.	
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
▪ Bachelor's Degree Required ▪ Counseling Certification or Licensing ▪ At least 3 years of experience in high school counseling ▪ Mental health counseling preferred	Essential
Personal Attributes	
▪ Qualified candidates will be excellent communicators, polished professionals, and service driven ▪ Personal integrity and high professional and ethical standards ▪ An approachable, honest, collaborative professional, who values teamwork, builds meaningful relationships, listens well, and respects differences of opinion ▪ A strategic thinker who possesses excellent communication skills and a high level of emotional intelligence ▪ A hard-working professional who thrives in a fast-paced work environment with high expectations ▪ Ability to be self-directed, solution-oriented and work well in a team environment ▪ Strong interpersonal skills to work and communicate effectively with students, parents, faculty, staff, and administration	

PHILOSOPHY AND VALUES	
We are ambitious for our students, our people and our family of schools. We believe that: ▪ There is no limit to what every person can achieve. ▪ Creativity and challenge help us get better every day. ▪ Learning should be personalised. ▪ Unique global opportunities enhance the learning experience. **The NAE Commitment** At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition.** These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family. **Promote and embodies *The CORE 7 Leadership Capabilities:*** ▪ **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance. ▪ **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction ▪ **Collaborative** – Works collaboratively with others to achieve organisational outcomes ▪ **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success ▪ **Enabling** – Drives excellence through valuing and developing others ▪ **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment ▪ **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations	▪ Role-model the 'Be Ambitious' philosophy each day ▪ Feedback as a valued member of the team and the wider organisation