

Xi'an Liangjiatan International School Job Description

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| Position: Whole School Counselor |
| Department: Whole School |
| Supervisor: Director of Whole School Cultural Activities and Dormitory |

XLIS Mission

XLIS provides a non-profit education focusing on enabling students to be confident, open-minded global citizens through life-long learning and a sense of community.

XLIS Vision

To lead education through innovation and a student-centered, community-driven approach.

Main Responsibilities:

1. Program Planning and Development

- Develop, implement, and manage the whole school student counseling program in collaboration with the SLT / SMT
- Counsel students in their personal, emotional, and social development such as the development of social skills, organization and time management, emotional management as well as difficulty and conflict coping strategies.
- Conduct classroom guidance activities and support lead teachers and homeroom teachers with pastoral practices and innovations
- Help students get through difficult situations and times of crisis such as family changes, puberty, and transitioning year levels.
- Collaborate with PYP, MYP and DP homeroom teachers and principals on the assessment and adjustment of the whole school counseling program to better meet the students' needs.
- Maintains professional work records and documentation.
- Participate in relevant professional development activities.
- Lead 2 relevant parent and teacher workshops per semester.
- Lead sexual health education sessions for relevant year levels (P5-P6) in primary and sessions in the secondary school (all year-levels) in coordination with designated PSPE educators. (Every session will be designed in alignment with the Ontario Curriculum Standards)
- Lead 2 Social and Emotional Workshops per semester for Dormitory Students focused on wellbeing.

2. Staff Management

- Lead and coordinate student support services which includes counseling and SEN specialists.

3. Budgeting, Purchases, and Finance

- Manage all budgeting, purchasing, and finances related to the student support services.

4. Other Responsibilities

- Support the Primary student supervision duties as issued by the Primary Principal and Secondary (4 duties per week, not exceeding 25 minutes each).
- Provide event support to whole-school events.
- Carry out any other duties as may reasonably be required by the school senior leadership team.

5. Professionalism

- Familiar with the school's policies and procedures related to teaching and learning, child protection and safety, and asset management.
- Responsible for maintaining all relevant professional licenses.
- Adheres to the school's code of ethics and professional standards.
- Is responsible to seek professional development opportunities to promote self-growth.
- Uses clear communication and collaboration with colleagues, including students, teachers, and administrators.
- Displays sensitivity to cultural differences and the ability to adapt to diverse working environments, which may involve collaborating with people from different nationalities and backgrounds.
- Establishing trust and honest work ethics, being transparent in all communications, and working in the best interest of the school and its community.
- Managing time effectively, being able to prioritize tasks, and delivering quality work within deadlines.

6. Skills and Abilities Required

- Basic computer and graphic design skills, accurate data processing
- Good communication and interpersonal skills
- Strong nurturing and counseling skills
- Ability to follow instructions and set priorities.
- Ability to respond to student emergencies and address student needs accordingly.
- Ability to respond to crisis or accidents on time and professionally.
- Ability to work as part of a team.