

**The American International School of Bucharest, Romania
Seeks a Secondary Counselor
Commencing August 2022**



SECONDARY COUNSELOR

AISB is seeking a **CREATIVE COURAGEOUS COMPASSIONATE** Secondary counselor to work alongside an experienced and caring counseling team and faculty. The AISB counselors have the following mission and philosophy which guide their work within the school community.

AISB Counseling Department Mission Statement:

AISB Counselors aspire to cultivate a compassionate, safe & inclusive environment where *all* students feel affirmed, heard and empowered to be themselves and take courageous action in life.

AISB Counseling Philosophy:

AISB Counselors:

- Deliver a comprehensive developmental counseling program
- Work in partnership with students, parents, faculty and staff
- Advocate for and value the diversity of all students within a global context
- Foster wellbeing and the holistic development of each student

AISB Counselors believe that all students:

- Have the ability and the right to learn, grow and develop
- Have the right to a caring adult professional advocate at school
- Have the right to feel safe, supported, and accepted in school
- Have unique skills, strengths and potential

ESSENTIAL RESPONSIBILITIES

- Assessing learning and social-emotional needs to advise on the best approaches and provisions to support learning and development
- Facilitating a successful transition process for families arriving to Romania and/or AISB as well as those leaving the school community
- Facilitating the implementation of our social-emotional curriculum in the classrooms (including the Keeping Safe Child Protection Curriculum and Sex Education lessons)
- Individual Student Planning - assist students, individually or in groups, with developing personal/social skills, goals and plans
- Collect observations and developmental background information, and provide ongoing monitoring to design possible interventions and better inform parents, teachers, and other education professionals in best supporting students

- Participating regularly in the Student Care process which identifies struggling students and determines how best to meet the social, emotional, behavioral and learning needs of these children
- Collaborating regularly with the other counselors, teachers, the Secondary Leadership team, Learning Support and other members in the school
- Keeping documented records, progress monitoring and data in regards to child needs and counseling programs
- Developing and applying effective interventions to promote psychological well being and social, emotional and behavioral development, and to support educational success
- Developing and facilitating workshops, presentations, and courses for parents, teachers and others involved with the education of children
- Reviewing, developing and implementing policies (e.g. child protection policy, inclusion policy, etc.)
- Liaising and networking with other local, regional and international professionals (e.g. community mental health professionals, ISCA, CEESA, IDS, etc.)
- Understanding of and responding to Child Protection incidents according to our school policy, procedures, and Romanian Law

QUALIFICATIONS

It is expected that candidates for this position will be highly qualified educators. Characteristics of the ideal person for this position would include:

Education / Certification / Experience:

- Experience working with and understanding young learners and their development
- A university degree in a related field
- A school counseling certification or relevant accreditation
- At least 5 years previous experience in a school setting
- Understanding of the unique needs of an international school context
- Working with and/or understanding of MYP is preferred
- Understand and/or have experience implementing a Social-Emotional Learning curriculum
- Proficiency with educational technology

Personal Attributes:

- Ability to connect and relate warmly to children and adults
- A holistic and strength based approach to working with children and families
- Ability to maintain confidentiality
- Excellent listening, observational, verbal and written communication skills
- The ability to collaborate with others and consider alternative perspectives
- A commitment to professional growth
- A proactive approach and ability to take initiative when needed
- Ability to navigate emotionally intense situations
- Patient, enthusiastic, sensitive and flexible
- Positive individual who takes care of their own well being

TERMS OF EMPLOYMENT & CONTRACT

- This position receives a highly competitive, tax-free salary and comprehensive benefits package; the initial appointment will be for a two-year period, to be renewed annually thereafter.

APPLICATION

All applicants should submit a letter of application addressed to the Director, Mr. Peter Welch, a current résumé and at least two confidential referees on our [school online job application form](#)

The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date.

