



Job Description
Secondary School Social/Emotional Counselor - Residential

School Section: Secondary School (Grades 6-12)
Reports to: Director, Center for Student Development
Qualifications: Masters degree or above
Period of Appointment: Full-time

JOB DESCRIPTION

Role Description / Working Relationships

The Secondary School Counselor will work closely with the Division Heads, Dean of Students, Associate Deans of Residential Life and other members of the school's Center for Student Development. They must understand fully and support enthusiastically the stated mission and purpose of Keystone Academy. They are expected to model behavior and attitudes that build community, courtesy, and compassion in our boarding and day student program. High standards of ethical behavior, integrity, leadership and professional acumen are essential. Positive enjoyment of the job and a lively sense of humor will be esteemed.

The Secondary School Counselor promotes a safe and equitable school environment and strives to safeguard the rights and dignity of every community member. They will implement a social-emotional learning counseling program that focuses on student development, addressing social, emotional, and behavioral issues for all students.

Specific responsibilities will include, but not be limited to, the following:

- Providing direct individual and group counseling services to students (both boarding and day) with identified concerns and needs;
- Providing consultation services to students, parents, school staff and the community at large;
- Providing responsive services to meet the immediate needs and concerns of students and the school community. These services may include individual or small group counseling, mediation, negotiation or crisis response and management;
- Implementing developmentally appropriate and prevention-oriented activities to meet student needs that align with the mission of the Academy;



- Consulting with families to locate additional support services in the community at large. These services may include consultation and coordination with parents, teachers and other community organizations;
- Promoting the goals of the comprehensive school counseling program to the school community;
- Leading the school community through culturally relevant sensitivity and intervention programs, such as diversity and conflict resolution training;
- Participating fully as a member of the Center for Student Development

Leading and Managing:

- Provide professional guidance to teachers to secure best practice teaching for pupils with social-emotional needs, through both written guidance and meetings;
- Contribute feedback and guidance for the performance and review process of Counselors;
- Advise on and contribute to the professional development of staff as requested;
- Provide regular information to teachers and appropriate administrators on the evaluation of counseling services.

Effective Deployment of Staff and Resources:

- Advise the CSD of priorities for expenditure, the deployment of staff and the utilization of resources to maximize efficiency;
- Maintain and develop resources, coordinate their use and monitor the effectiveness in meeting Keystone Academy's objectives of counseling policies.

Other professional requirements:

- Create annual reviews and end-of-year reports for all students on caseload and attend any related meetings regarding students with social-emotional needs. This may involve reviewing statements of the Student Support Plan and updating school database and organizational systems appropriately.



The School Counselor's performance will be evaluated against basic standards of counseling practice and the implementation of a comprehensive school counseling program. In order to demonstrate the effectiveness of the school counseling program, the school counselor will use data to show the impact that counseling has had on student participation, behavior, and achievement.

Residential duties:

- Living on campus and participating enthusiastically in the boarding life of the school, doing regular residential duties as assigned by the Residential Life office.
- Participating in the evening and weekend "Counselor On-Duty" rotation.

PERSON SPECIFICATION

Successful applicants should have:

- Bilingual in English and Chinese preferred.
- Advanced Degree required, such as a Master's degree in school counseling, psychology or a related field. Licensure essential.
- Should have more than 5 years of school experience, preferably with middle school and High school-aged children.
- Ability to collaboratively plan with administrators and teachers;
- Experience in leading the development of social emotional provision, policies, and professional growth activities within the school.
- Ability to plan and structure individualized programs to meet the learning needs of each student.
- Ability to establish effective working relationships with students, teachers and parents;
- Excellent interpersonal and communication skills in English;

Interested applicants please submit a cover letter, resume, references and a one-page statement of education philosophy to: hr@keystoneacademy.cn

We will be in touch with all qualified candidates.